

Burlington International Airport Burlington, Vermont

AIRPORT EMERGENCY PLAN (AEP) CLASS I Airport

TO COMPLY WITH CFR 14 PART 139.325
AS ADMINISTERED BY THE
FEDERAL AVIATION ADMINISTRATION

Brian Searles
Director of Aviation

DRAFT

2010 BTV AEP Version 1 9/1/10

PROMULGATION PAGE

This page officially declares this document, including all appendices and annexes to be the Airport Emergency Plan (AEP) for the Burlington International Airport. It is meant to deal with all hazards at all phases of emergency management. The AEP provides both authority and responsibility for organizations and personnel to perform assigned tasks during an emergency situation. The Burlington International Airport remains committed to preparing itself for emergency situations and maintaining training programs and maintenance efforts to keep the airport as ready as possible.

Date:_____

Brian Searles
Director of Aviation

AEP TABLE OF CONTENTS

Cover Page	1
Promulgation Document	2
Table of Contents	3
Signature Page	5
Record of Changes.....	6
Record of Distribution.....	7

I. Airport Emergency Basic Plan

A. Introduction.....	8
B. Purpose.....	8
C. Assumptions & Situations Included in the AEP	9
D. General Concept of Emergency Operations	11
E. Agencies Involved in the AEP	15
F. Organizations and Assignment of Responsibilities	16
G. Administration and Logistics	22
H. Plan Development & Maintenance	23
I. Authorities and References.....	24
J. Acronyms.....	24

II. Functional Annexes.....

A. Command & Control.....	27
B. Communications.....	35
C. Alert Notification & Warning.....	37
D. Emergency Public Information.....	41
E. Protective Action.....	47
F. Law Enforcement/Security.....	52
G. Firefighting & Rescue.....	55
H. Health & Medical.....	62
I. Resource Management.....	68
J. Airport Operations & Maintenance.....	72

III. Hazard-Specific Information and Procedures

A. Aircraft Incidents & Accidents.....	Section 1
B. Structural Fires/ Fuel Storage Fires.....	Section 2
C. Natural Disasters	Section 3
D. Hazardous Materials Incidents.....	Section 4
E. Fuel Spill	Section 5
F. Airfield Power Failures.....	Section 6
G. Water Rescue.....	Section 7
H. Crowd Control.....	Section 8

IV. Appendices

- A. BTV Grid Map
- B. BTV Terminal Evacuation Plan
- C. Authorities and References
- D. BTV Resources
- E. BTV Emergency Contact List
- F. Accident/ Incident Report Form
- G. Bomb Threat Checklist
- H. BTV Phase Dispatch Matrix
- I. Media
- J. ARFF Index Determination

SIGNATURE PAGE

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RECORD OF CHANGES

Change # EXAMPLE

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I. AEP BASIC PLAN

A. INTRODUCTION

The Burlington International Airport, Airport Emergency Plan, hereafter referred to as the AEP, is designed to provide a framework to specifically address response and initial recovery from incidents and accidents that occur on or around the airfield. The Basic Plan provides an overview of the airport's approach to emergency operations. It generally defines related policies, describes the response organization, and assigns tasks. The sections of these emergency procedures are general guidelines to follow in an emergency, and must be read and understood prior to use.

B. PURPOSE

The specific goals of this document are to:

- a. Assign responsibility to organizations and individuals for carrying out specific actions at projected times and places in responding to an emergency.
- b. Set forth lines of authority and organizational relationships, and show how all actions should be coordinated.
- c. Describe how people and property will be protected in emergencies and disasters.
- d. Identify personnel, equipment, facilities, supplies, and other resources available—within the airport or by agreement with communities—for use during response and recovery operations.
- e. As a public document, cite its legal basis, state its objectives, and acknowledge assumptions.
- f. Facilitate response and short-term recovery to set the stage for successful long-term recovery.

The FAA does not mandate a particular format. However, Burlington International Airport, being certificated under 14 CFR Part 139, intends to follow the recommendations set forth by AC 150/5200-31C.

The Comprehensive Emergency Management (CEM) theory states that there are no typical emergencies and there are no typical or standard preparedness plans that are ideal for all airports or communities. Some common phases to preparedness for disasters can provide a systematic approach for planning purposes. Each planning action is treated as a phase of a comprehensive process, each building on the other. This process recognizes four separate, but related actions:

- a. Mitigation
- b. Preparedness
- c. Response
- d. Recovery

This AEP does not address all four phases of CEM. Rather, its primary focus is on response and initial recovery which will set the stage for long term recovery. Detailed Mitigation Plans, Administrative Plans, or Recovery Plans will be handled separately.

This AEP will follow a functional approach and will be organized into the following four parts:

- a. Basic Plan.
- b. Functional Sections or Annexes.
- c. Hazard - specific Sections.
- d. SOPs and Checklists.

This approach avoids duplication of the planning effort for every hazard, and for every task, providing an easy-to-use mechanism for organizing all pertinent information. This format serves in all-hazard situations, even unanticipated ones, by organizing the AEP around performance of “generic” functions. It also permits emphasis on hazards that pose the greatest risk to the airport and surrounding communities, through use of Hazard-Specific Sections.

This Basic Plan provides an overview of the airport’s emergency response organization and its policies. It is an overall sequence and scope of the planned emergency response. The Basic Plan is designed to meet the regulatory requirements of 14 CFR Part §139.325 with a minimal amount of detailed information. The details are contained in the Hazard-Specific Sections, Standard Operating Procedures and Checklists found later in this document.

C. Situations & Assumptions Included in the AEP

The following assumptions and statements are to be considered for this document:

1. A properly designed and implemented Airport Emergency Plan will prevent the loss of life, minimize illness and injury, and preserve property and community integrity.
2. There will be insufficient forewarning of any disaster to allow for planning efforts beyond real-time response and response times will be delayed in proportion to the number of decisions required.
3. Natural and accidental events will occur within Chittenden County and around the airport that create emergency situations and pose the potential of disastrous proportions.
4. The threat of Terrorism and the use of weapons of mass disruption/destruction will remain constant for the foreseeable future.
5. Provisions of Homeland Security Statutes and regulations will govern certain response activities. The recovery of losses and costs from Federal resources will require specific preparations and compliance with specific regulations.
6. The Airport Emergency Plan will be in operation during and after any disaster affecting the airport or surrounding community.

7. Vermont Emergency Management will exercise a leading role in the management of a major disaster or multi-jurisdictional emergency.
8. The demand by the public for information will be very high and accentuated in certain types of disasters. The management of public reaction will require the distribution of needed information.
9. Certain emergency support functions will be required for different emergencies, and certain assets and resources are critical to the emergency support effort.
10. The Incident Command System will facilitate communication, resource management, and real-time planning of response actions in the complex jurisdiction environment of Chittenden County and Burlington International Airport.
11. All airport employees with assigned functions and duties will perform them fully. Provisions will be made for employees to address family needs that cause conflicting priorities. Others, who are qualified, will perform duties if assigned personnel are not able.
12. Many injured would be transported by air to other facilities.
13. Helicopter operations are common at the airport already.
14. Requirements of the FAA and relationships established with air traffic control will prevail, even in a disaster.
15. Critical operating capacities of the airport will remain viable after an event, such as the condition of the runway, communications, power, etc.
16. BTV will be able to function within its design limits and provide a substantially increased capacity to accommodate the movement of personnel and material into the county.
17. Major road systems will remain operable and bridges will be passable to allow access to the facility.
18. Air traffic control, fueling, maintenance and other normal operational capacities will be able to accommodate changes in the volume and type of traffic.
19. Adequate security safeguards will be activated to protect the asset from intentional or accidental compromise.

The areas covered by this plan and threats that are likely to arise are as follows:

Aircraft Incidents and Accidents
Disabled Aircraft Removal
Bomb Threats/Incidents
Sabotage/Hijack
Power Failure for the Movement Areas Lighting System
Power Failure for Terminal/Airport Facilities
Telecommunications Failure
Hazardous Material Spills
Crowd Control
Structural Fires, Fires at Fuel Farms, or Fuel Trucks
Earthquake (Structural Disaster)

High Winds
Ice Storms/Winter Storm
Lightning Strike
Water Rescue
Mass Casualty Incident

Although unknown hazards inherently exist, this AEP is meant to be implemented for any emergency situation and to encompass all possibilities for disaster. A Hazard Analysis Program has been conducted to identify those hazards, which create the greatest vulnerability to the airport and its surrounding area. In addition, it determines what characteristics of the airport may affect response activities; and what information used in preparing the AEP must be treated as assumption rather than fact.

D. General Concept of Emergency Operations

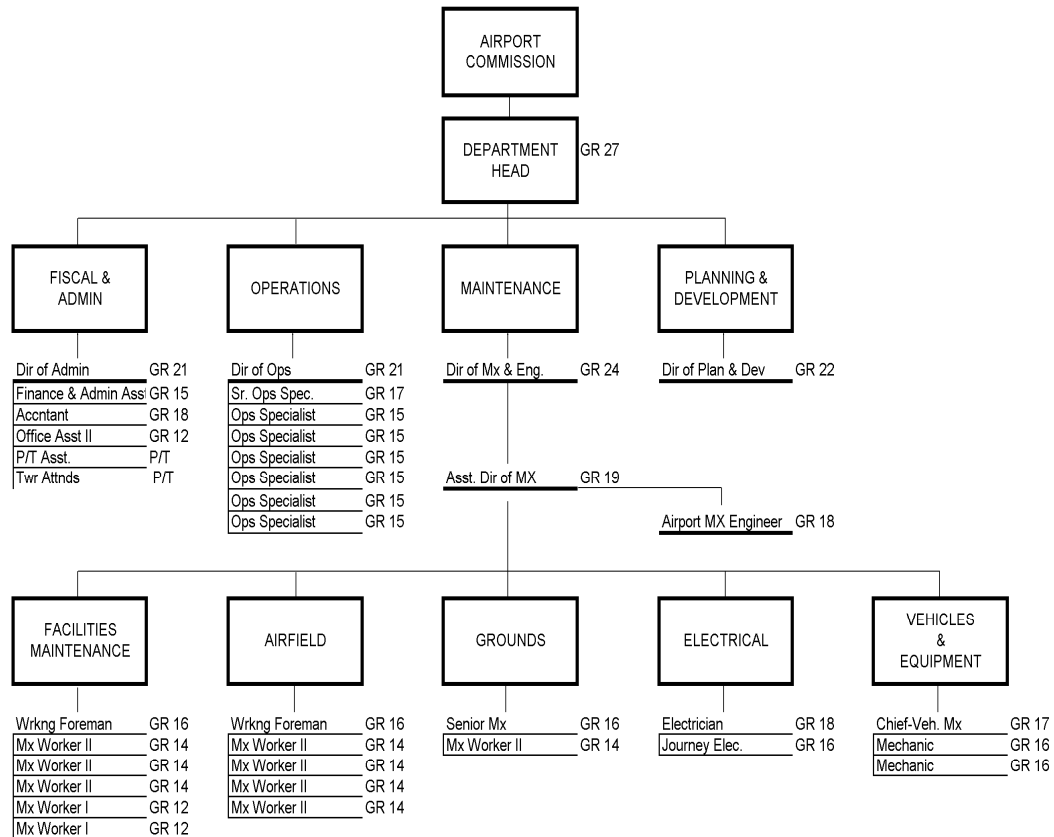
Burlington International Airport is owned and operated by the City of Burlington. BTV is a joint use Civil/Military airport. There are two military units on the airfield. The Vermont Army National Guard (VTARNG) has a helicopter squadron and the Vermont Air National Guard (VTANG) has a Jet Fighter Wing. VTANG also provides Aircraft Rescue and Fire Fighting (ARFF) services to the airport, as well as heavy rescue services to the surrounding area. The airport consists of approximately 1,000 acres that are owned by the airport. The Fixed Base Operators (FBOs) located on the field provide fueling services, aircraft deicing services, flight instruction, tie downs and hangar space, minor and major airframe and power plant repair, and charter services.

The Director of Aviation has organized Burlington International Airport into Four Divisions:

1. Administration
2. Operations
3. Maintenance
4. Planning and Development

In an emergency situation, the following diagram depicts the organizational structure of the airport.

BURLINGTON INTERNATIONAL AIRPORT



**** All above personnel will follow the direction of the Incident Commander when applicable.**

General notification/response procedures and actions for implementation of the AEP at BTV are as follows:

In the event of an aircraft accident, emergency, or potential emergency, on or within a 15 mile radius of the Burlington International Airport, Burlington Air Traffic Control (ATC) personnel will alert emergency response agencies when requested by any of the following:

1. Burlington ATC specialist on duty

2. Pilot of the aircraft concerned
3. The operator of the aircraft or his/her representative
4. Representative of airport management

ALERTING PROCEDURE - AIRCRAFT ACCIDENT, FIRE OR EMERGENCY.

Emergency response forces will be alerted as follows in the event of an aircraft accident, fire, or emergency:

1. ***During the hours Burlington ATC is open they will activate the primary crash net telephone (Crash Phone). When aware of an aircraft accident during the hours Burlington ATCT is closed, Airport Operations Specialists will telephone VTANG ARFF.*** When the VTANG Fire Department answers, give as much of the following information as possible:
 - a. AIRCRAFT: *UNITED 727, USAir 737, Cessna 172, etc.*
 - b. AIRCRAFT CALL SIGN: *N0001 for example.*
 - c. LOCATION/RUNWAY: *Location of accident or aircraft; or runway in use.*
 - d. NATURE OF EMERGENCY: *Rough engine, hydraulic, blown tire, etc.*
 - e. SOULS ON BOARD, (SOB): ***TOTAL*** number of ***people*** on board including pilots, and Flight Attendants. Give as soon as determined.
 - f. FUEL REMAINING, (FOB): Give as soon as determined.
 - g. ESTIMATED TIME OF ARRIVAL (ETA): For in-flight emergencies.

(Repeat information as necessary)

2. When practicable, Burlington ATC will provide status reports for inbound emergency aircraft to emergency responders using Ground Control frequency (121.9 MHz).
3. ATCT can assign a Discrete Emergency Coordination Frequency (DECF) at 126.85 MHz as needed or requested by VTANG ARFF or flight crew.
4. Upon receipt of emergency notification, VTANG ARFF will assign one of the following phase codes for an aircraft emergency or accident, when reported via the crash phone:

PHASE II:

Is a lower level condition where no mutual aid is required. VTANG May request an ambulance to respond. If an ambulance is requested, the Burlington Police must respond to Airfield Gate 2 to allow emergency equipment access to the airfield.

PHASE III: (Actual or anticipated minor accident or fire)

A condition which does not appear to require outside assistance such as a minor accident in which fire suppression and rescue are within the capabilities of the VTANG Fire Department. The SFO may request an ambulance if deemed necessary.

PHASE IV: (Actual or anticipated minor accident or fire)

A condition, which appears to require, limited outside assistance. South Burlington Fire Department will dispatch a minimum of one pumper, one tanker and one rescue vehicle with crews. A minimum of three ambulances or one per two known victims will be dispatched. One heavy rescue (extrication) unit will be dispatched from Essex Junction Fire Department. VEM duty officer will be notified.

PHASE V: (Actual or anticipated major accident or fire)

A condition which appears to require general outside assistance. A Phase V is or may become a major disaster in which many emergency responders will perform fire suppression, rescue, resupply, triage, transport, traffic control, area security and support duties. A minimum of five ambulances or one per two known victims, up to the maximum number available will be dispatched. Heavy Rescue units from Essex Junction Fire Department and Malletts Bay Fire Department will be dispatched. VEM duty officer will be notified and will report to Airport operations as soon as possible

ALERTING PROCEDURE – NON-AIRCRAFT ACCIDENT, FIRE OR EMERGENCY

1. IMPLEMENTATION OF THE AEP

In the event of a disaster, the Director of Aviation, Director of Operations, or the Directors designee shall have the authority to initiate the AEP-either in its entirety or in a portion determined to be sufficient to handle the situation at hand.

- a. It shall be the responsibility of the Airport Operations Specialist on duty, or if no Airport personnel are on duty the Burlington Police to declare a disaster and to initiate the AEP after they have consulted with the Director of Aviation, or Director of Operations.
- b. Based on the specific disaster and associated needs, the first Airport Manager on the scene or Airport Police will begin making notifications to the various departments and agencies that will need to be involved during the emergency response.
- c. All of the agencies responding will be coordinated under the direction of the On-Site Commander. Coordination and cooperation between the agencies and

personnel will be continuous until such time as the incident has been terminated. The On-Site-Commander may differ depending on the type of emergency.

E. Organizations Involved in the AEP

1. The following agencies and personnel can be expected to be contacted for assistance or as a matter of procedure in the event of a disaster occurring at BTV. This list does not necessarily include all of those who will be notified and at the same time it may not be necessary to notify all of these in the event of a disaster.
 - a. The order in which they are listed is not necessarily the order in which the Airport or IC will make notification. All phone numbers will be contained in this AEP under appendix "E".

Airline Representatives
Aircraft Owner/Operator
Air Traffic Control
Airport Tenants
American Red Cross
Atlantic Aviation
BTV Management
BTV Operations
Burlington Police Airport Division
Burlington Fire
Burlington Airport Commissioners
Civil Air Patrol
Clergy- to comfort injured or deceased
Coroner
Federal Aviation Administration
Federal Bureau of Investigation
Heritage Flight
Mayor- City of Burlington
Medical Examiner
National Transportation Safety Board
National Weather Service
Public Works/Engineering
South Burlington Fire Department
South Burlington Police Department
Transportation Security Administration
US Coast Guard
US Post Office, if carriage of mail is involved
Vermont Emergency Management (VEM)
Vermont State Police
VTANG ARFF
VT HAZMAT
Area Hospitals will be notified by South Burlington Fire and EMS

- b. Personnel and agencies noted above and in the Assignment of Responsibilities section of this AEP will be contacted by the Airport no less than once per year to verify and/or amend their response capabilities.

F. Organizations and Assignment of Responsibilities

The following outlines what each organization might be expected to perform in the case of an emergency.

1. **Air carrier(s)/Aircraft operator(s).**
 - a. Provide full details of aircraft related information, as appropriate, to include number of persons, fuel, and dangerous goods on board.
 - b. Coordinate transportation, accommodations, and other arrangements for uninjured passengers.
 - c. Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the airport.
 - d. Prepare a public relations/media response for the general public
 - e. Perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act plan.
2. **Air Traffic Control.**
 - a. Contact ARFF service regarding aircraft incidents/accidents and provide them information relevant to the emergency while clearing all necessary emergency response equipment to the scene of the emergency/crash
 - b. Provide ARFF vehicle operators with information regarding the last known position of the accident aircraft, the best estimate of the accident.
 - c. Coordinate the movement of nonsupport aircraft away from any area on the airport, which may be involved in an emergency.
 - d. Coordinate the movement of support aircraft to/from the emergency scene.
 - e. Hold all incoming/outgoing aircraft away from the airport or accident site until notified by the Airport that limited or normal operations may be resumed.
3. **Airport Management.**
 - a. Assume responsibility for overall response and recovery operations, as appropriate.
 - b. Establish, promulgate, coordinate, maintain, and implement the AEP, to include assignment of responsibilities.
 - c. Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMs).
4. **Airport Tenants.**
 - a. Coordinate the use of their available equipment and supplies.

- b. Act as a liaison between each respective company and airport management.
 - c. Coordinate the use of their manpower that may have knowledge of the airport, aircraft, and other technical knowledge.
- 5. ARFF (VTANG).**
- a. Proceed to the site of the emergency/crash with all necessary and available. emergency response vehicles in order to manage and direct firefighting and rescue operations.
 - b. Establish/maintain radio contact with ATC and the Airport for updates.
 - c. In charge of rescue operations and initialization of actions to save lives and protect property.
 - d. Preserve wreckage and safeguard flight data/voice recorders until the NTSB arrives to take control of the accident site.
- 6. Emergency Medical Services (EMS).**
- a. Provide onsite primary survey to injured individuals, administer casualty identification, and transport to on-site treatment area.
 - b. Transfer patients to area hospitals as directed by the EMS Officer.
 - c. Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, and any other immediately necessary medical care.
 - d. Coordinate overall planning, response, and recovery efforts with hospitals, EMS, fire and police departments, American Red Cross, Airport operator, etc. to ensure practicality and interoperability.
- 7. Burlington Police Department, Airport Division.**
- a. Take appropriate actions to assist the movement of emergency vehicles to/from the emergency/crash site.
 - b. Provide security for the crash site, temporary morgue, in addition to the AOA and SIDA.
 - c. Provide traffic and crowd control on the SIDA and AOA.
 - d. Gather data as well as photos of the crash/emergency site and the surrounding activities.
 - e. Manage law enforcement resources and direct law enforcement operations.
- 8. South Burlington Police /Local Area Police Departments and Vermont State Police.**
- a. Assist in off Airport traffic and crowd control.
 - b. Provide general assistance/aid/security as directed by the Airport-on-Site Commander or Burlington Police Department Airport Division.
- 9. Vermont Emergency Management.**
- a. Coordinate local EOP(s) with the AEP.

- b. Consider role airport may have in support of state or regional defense or disaster response plans.

10. Clergy.

- a. Provide comfort to casualties and relatives. Clergy responsibilities should be made clear to avoid conflicts or duplication of effort from other providers of such services, such as the American Red Cross (ARC) or other arrangements made by the air carrier or the National Transportation Safety Board (NTSB) under the Aviation Disaster Family Assistance Act (ADFAA).

11. U.S. Coast Guard.

- a. Provide primary rescue and other support services in the event an accident requires operations to take place in or around the Champlain valley in navigable waters.
- b. Coordinate their services with other mutual aid rescue services.

12. Communications Services.

- a. Identify and designate private and public service agencies, personnel, equipment, and facilities that can be used to augment the airport's communications capabilities.
- b. Identify repair capability available under emergency conditions.
- c. Coordinate and establish communications protocols, including frequency utilization, for use during emergency conditions.

13. Coroner.

- a. Coordinate and provide body identification and other investigative activities.

14. State or Local Environmental Agency.

- a. Provide response and recovery support for environmental and other hazardous material emergencies as defined by statute.

15. Explosive Ordnance Disposal/VT State Police Bomb Squad (EOD).

- a. Provide technical support for related situations.

16. Federal Aviation Administration (FAA).

- a. Certify and monitor the practices and procedures of the aviation industry.
- b. Provide investigation services, when deemed necessary by the National Transportation Safety Board (NTSB).

17. Federal Bureau of Investigation (FBI).

- a. Investigate any alleged or suspected activities that may involve federal criminal offenses (usually related to bomb threats, hijackings, hostages, and dignitaries).

- b. Assumes command in response to certain hijack and other criminal situations.

18. Hazardous Materials Response Team.

- a. Provide response and recovery support for hazardous material emergencies as defined by statute.

19. Hospital(s).

- a. Coordinate the hospital disaster plan with the airport and community EOP.

20. Mental Health Agencies.

- a. Provide coordinated program for survivors, relatives, eyewitnesses and emergency response personnel for dealing with the possible long-term effects of the emergency.

21. Military/National Guard.

- a. VTANG and VTARNG will integrate and coordinate personnel, supplies, and equipment capabilities into the AEP.

22. Mutual Aid Agencies.

- a. Coordinate and integrate emergency services into the AEP through mutual aid agreements and Standard Operating Procedures (SOPs).

23. National Weather Service.

- a. Provide related technical support information in support of emergency response and recovery operations.
- b. Assist with alert and warning processes, particularly with weather related emergencies.

24. National Transportation Safety Board (NTSB).

- a. Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.

25. Post Office.

- a. Ensure the security of the mails, protect postal property, and restore service.

26. Public Information/Media.

- a. Gather, coordinate and release factual information.

27. Public Works/Engineering.

- a. Manage public works resources and direct public works operations (e.g. road maintenance, debris/trash removal, etc.).
- b. Coordinate with private sector utilities (e.g. power and gas) on shutdown and service restoration.

- c. Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.

28. Red Cross.

- a. Coordinate and provide support services to victims, their families, and to emergency responders.

29. Search and Rescue/ Civil Air Patrol.

- a. Coordinate and provide search and rescue services as needed, usually for off-airport aircraft emergencies.

30. All tasked individuals/organizations, including, but not limited to, those listed above:

- a. Maintain current internal personnel notification rosters and SOPs to perform assigned tasks.
- b. Analyze need and determine specific communications resource requirements.
- c. Identify potential sources of additional equipment and supplies.
- d. Provide for continuity of operations by taking action to:
 - i. Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
 - ii. Protect records, facilities, and organizational equipment deemed essential for sustaining operational capabilities and conducting emergency operations.
- e. Protect emergency response staff:
 - i. Provide appropriate protective clothing and respiratory devices.
 - ii. Ensure adequate training on equipment and procedures.
 - iii. Provide security.
 - iv. Rotate staff or schedule time off to prevent burnout.
 - v. Make stress counseling available.
 - vi. Ensure the functioning of communication and other essential equipment.

When two or more organizations perform the same kind of task, one should be given primary responsibility with the others given a supporting role. A matrix of organizations and areas of responsibility is included to show at a glance the primary and supporting roles. It is understood that Burlington International Airport may not have the personnel resources to fill all necessary positions. It is important, however, that each of the functional areas is addressed, even if the same person must cover two or more. Detailed responsibilities will be included in the Hazard-specific Sections.

Agency	Airport Manager/Chief Executive	Fire Department	Police Department	Health and Medical Coordinator	Emergency Response Manager	Communications Coordinator	Public Information Officer	Airport Operations and Maintenance	Warning Coordinator	Resource Manager	Volunteer Organizations	Other Agencies
Functions												
Direction and Control	P	P/S	P/S	P/S	S	S	S	S	S	S	S	S
Communications	S	S	S	S	S	P	S	S	S	S	S	S
Alert and Warning	S	S	S	S	S	S	S	S	P	S	S	S
Emergency Public Information	S	S	S	S	S	S	P	S	S	S	S	S
Protective Actions	P	P/S	P/S	P/S	S	S	S	S	S	S	S	S
Fire and Rescue	S	P	S	S	S	S	S	S	S	S	S	S
Law Enforcement	S	S	P	S	S	S	S	S	S	S	S	S
Health and Medical	S	S	S	P	S	S	S	S	S	S	S	S
Operations and Maintenance	S	S	S	S	S	S	S	P	S	S	S	S
Resource Management	S	S	S	S	S	S	S	S	S	P	S	S

LEGEND

P : Primary Responsibility

S : Support Responsibility

P/S : One of these may be in charge, depending on the nature and scope of emergency

G. ADMINISTRATION AND LOGISTICS

1. Availability of Services and Support
 - a. The availability of services and support for emergencies can be located in the organization and assignment of responsibilities section, AEP Hazard Specifics section, and the appendix section of this AEP. It is up to each individual department and involved agency to appropriately manage, monitor, and request additional resources as needed.

2. General Policies for Managing Resources, Record Keeping, Reporting, and Tracking Resources.
 - a. In the event that Fiscal Management cannot stage its operations out of the Airport Operations Office, Heritage Aviation Hanger will be designated. If necessary, an immediate freeze of all non-essential supplies and service purchases will be implemented in the event of a major emergency or disaster. The freeze will restrict those purchases to emergency items only and those items absolutely necessary to ensure the safe and efficient operation of the Airport.
 - b. The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport.
3. Mutual Aid Agreements
 - a. All Fire and EMS Mutual Aid Agreements with other departments are maintained by the VTANG Chief.
 - b. All Law Enforcement Mutual Aid Agreements are maintained by their respective department chief, either Burlington Police Chief or South Burlington Police Chief.
4. Authority's and Policies
 - a. Staffing is by – Assignments, Re-Assignments, and Volunteer Solicitation.
 - b. All Airport personnel will be expected to report to their respective stations during a major disaster or emergency to ensure the fullest extent of Airport Operational Capability. Many Airport personnel will have numerous primary or support responsibilities during an emergency.
 - c. Airport Management will consult with incident-command and assign Airport personnel to specific duties that may not coincide with their normal day-to-day responsibilities.
 - d. Un-trained volunteers will be taken as a last resort type option. Areas such as sandbagging for impending flood waters, preparing food for disaster workers, and collecting clothing for survivors are the type of responsibilities a volunteer may expect.

H. Plan Development and Maintenance

In accordance with FAR Part 139.325 Airport Emergency Plan, the airport must review the AEP at least once every 12 consecutive calendar months. In addition, as a Class I Airport Operating Certificate holder, BTV must conduct a full-scale airport emergency plan exercise at least once every 36 calendar months. As general practice of an on going basis, all personnel should periodically review AEP policies, procedures, and related information. To ensure all personnel stay familiar with current information the

airport will notify all involved agencies of any changes in policies, procedures, resource availability, etc.

The schedules for some of the key elements are:

- (1) **Telephone numbers** contained in the AEP will be reviewed quarterly for accuracy by actually calling the individuals/ organizations listed. Changes will be noted, particularly in the procedures of the individual(s)/organization(s) tasked with making the calls during an emergency.
- (2) **Radio frequencies** used in support of the AEP will be tested at least monthly.
- (3) **Emergency resources** will be inspected routinely. The frequency of inspection may vary depending on the type of equipment and supplies. The Airport Self-Inspection Program includes these resources on either daily or periodic inspection schedules. The EOC will be inspected as part of our Airport Self-Inspection Program.
- (4) **Personnel assignments** to include descriptions of duties and responsibilities will be reviewed semi-annually.
- (5) **Mutual aid agreements** will be reviewed annually or as specified in the agreement.
- (6) **Off-airport activity** will be reviewed on an on-going basis. Maintain an open dialogue with off-airport agencies, such as utilities, public works departments, etc. to learn of activity that may affect the airport's emergency response effort, i.e. road construction and closures, major utility work, etc.

An important part of BTV's plan maintenance and validation comes from the overall training, drill, and exercise program. As training, drills, and exercises are conducted, it is important that a functional critique/feedback program be in place. These "lessons learned" will be incorporated back into the planning process. This AEP is designed to be a working document and is created in such a way that information can be updated and changed as needed.

I. AUTHORITIES AND REFERENCES

These can be found in the Appendix "O" at the end of this AEP.

J. ACRONYMS

ACM	Airport Certification Manual
AC	Advisory Circular
AEP	Airport Emergency Plan
ADFAA	Aviation Disaster Family Assistance Act
AFFF	Aqueous Film-Forming Foam
APU	Auxiliary Power Unit
AOA	Aircraft Operations Area
AOS	Airport Operations Specialist
ARC	American Red Cross
ARFF	Aircraft Rescue Fire Fighting
ASC	Airport Security Coordinator
ASP	Airport Security Plan
ATC	Air Traffic Control
ATCT	Air Traffic Control Tower
BEOP	Basic Emergency Operations Plan
BFD	Burlington Fire Department
BIA	Burlington International Airport
BPD	Burlington Police Department
BTv	Burlington International Airport
CCTA	Chittenden County Transportation Authority
CCVFC	Colchester Volunteer Fire Company
CDC	Central of Disease Control
CEM	Comprehensive Emergency Management
BDOC	Base Defense Operations Center (VTANG)
CFR	Code of Federal Regulation
DECF	Discrete Emergency Coordination Frequency
DOT	Department of Transportation
EHO	Environmental Health Officer
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOD	Explosive Ordinance Disposal
EPI	Emergency Public Information
ERT	Emergency Readiness/Response Team
EFD	Essex Fire Department
EJFD	Essex Junction Fire Department
ERS	Essex Rescue Squad
FAA	Federal Aviation Administration
FAHC	Fletcher Allen Health Care
FAR	Federal Aviation Regulation
FBI	Federal Bureau of Investigation
FBO	Fixed Based Operator
FCR	Field Condition Report
FEMA	Federal Emergency Management Agency

FSDO	Flight Standards District Office
FSS	Flight Service Station
HAZMAT	Hazardous Material
HMC	Health-Medical Coordinator
IC	Incident Commander
ICC	Incident Command Center
ICP	Incident Command Post
ICS	Incident Command System
LOA	Letter of Agreement
MBFD	Mallets Bay Fire Department
MCI	Mass Casualty Incident
MNS	Mass Notification System
MOD	Manager on Duty
MOU	Memorandum of Understanding
NFPA	National Fire Protection Association
NOTAM	Notice to Airmen
NTSB	National Transportation Safety Board
NOAA	National Oceanic Atmospheric Administration
NWS	National Weather Service
PHASE II	Actual or Anticipated Minor Accident (Military Aircraft -F16/VTANG only)
PHASE III	Actual or Anticipated Minor Accident or Fire (Mutual Aid Required)
PHASE IV	Actual or Anticipated Minor Accident or Fire (Mutual Aid Required)
PHASE V	Actual or Anticipated Major Accident or Fire (Mutual Aid Required)
PIREP	Pilot Report
RACES	Radio Amateur Civil Emergency Service
REACT	Radio Emergency Associated Communications Teams
RWY	Runway
SBFD	South Burlington Fire Department
SCBA	Self Contained Breathing Apparatus
SFD	Shelburne Fire Department
SFO	Senior Fire Officer (BTV VTANG)
SIDA	Security Identification Display Area
SMRS	St. Michael's Rescue Squad
SOB	Souls on Board
SOP	Standard Operating Procedures
SPCA	Society for the Prevention of Cruelty of Animals
TSA	Transportation Security Administration
TWY	Taxiway
UVMR	University of Vermont Rescue
VEM	Vermont Emergency Management
VTANG	Vermont Air Guard
VTARNG	Vermont Army National Guard
WFD	Winooski Fire Department
WILFD	Williston Fire Department

II. Functional Annexes

The functional sections contained within this chapter address critical services necessary to manage, communicate, respond, and mitigate airport-related emergency situations. They are generic functional responsibilities and may be applied to all emergencies. Each is a critical component of the AEP since these functions enable BTV to cope with and respond to unforeseen emergencies.

This AEP will follow a functional approach and will be separated into the following 10 Functional areas:

- a. Command and Control
- b. Communications
- c. Alert notification and Warning
- d. Emergency Public Information
- e. Protective Actions
- f. Law Enforcement and Security
- g. Firefighting and Rescue
- h. Health and Medical
- i. Resource Management
- j. Airport Operations and Maintenance

This approach avoids duplication of the planning effort for every hazard, and for every task, providing an easy-to-use mechanism for organizing all pertinent information relating to a specific function. Included in the sections below you will find detailed information regarding specific operations, responsibilities, activities to be performed, preparedness for disasters, lines of authority, and policies for each function.

This format serves in all-hazard situations, even unanticipated ones, by organizing the AEP around performance of “generic” functions.

A. COMMAND AND CONTROL

INTRODUCTION

PURPOSE

The Command & Control section provides an overview of the mechanisms used by the Burlington International Airport to direct and control response/recovery activities. Command and Control provides activities essential to saving lives, protecting property, and restoring the airport to normal operations following an emergency situation.

SITUATION AND ASSUMPTIONS

1. The Burlington International Airport is subject to many hazards that may require the use of a centralized emergency operations center and/or a mobile on-scene incident command center. The EOC will coordinate with VTANG ARFF's on-scene ICC regarding response and recovery operations.
 - a. The mobile on-scene ICC is provided by VTANG. The ICC will be placed in a suitable location as directed by the IC.
2. BTV has designated two key areas for the EOC:
 - a. Airport Operation's Office
 - b. Heritage Flight (secondary location as needed)
3. Activation of the EOC is left to the discretion of the following personnel:
 - a. Director of Aviation
 - b. Director of Operations
 - c. Director of Maintenance
 - d. VTANG ARFF
 - e. Or his/her designee
4. The EOC and ICC will work closely to coordinate all efforts, identify special considerations, secondary threats, and utilize available resources.
5. Outside mutual aid may be utilized, depending on the degree of the emergency.
6. All non-airport badged emergency personnel must check in and be under escort at all times per TSA Security Directive located in appendix "C".

OPERATIONS

EOC and/or on-scene ICC

BTV will utilize two types of command and control systems: centralized and on-scene. Centralized command and control is obtained by creating an emergency operations center. It is used to facilitate policymaking, coordination, and overall direction of responding forces in a large-scale emergency situation.

The two primary times the airport/community may use this form are:

1. When they have received advanced warning that a specific event may occur within a given time period, (e.g., a ice storm will strike within 48 hours, flooding, or a tornado is imminent). In these situations, the EOC may be activated and used

to coordinate those actions which may be taken before a disaster strikes, such as emergency public information, closure of public facilities, evacuation of people and equipment (e.g., airplanes), establishment of shelters, etc., and

2. When they have experienced a large scale disaster such as an aircraft disaster. In these situations, the EOC can be used as a central coordinating center to support the Incident Commander(s) in the field.

The main roles of the EOC are:

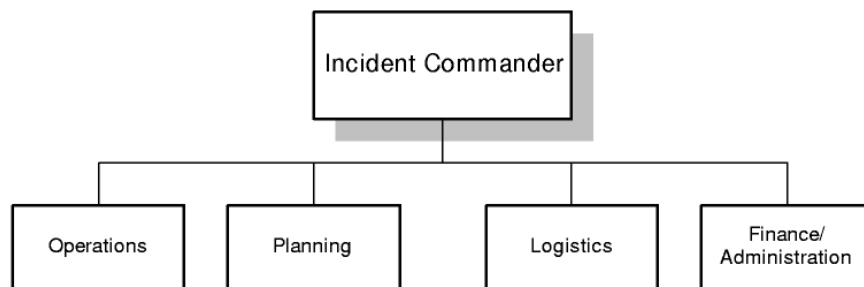
1. To provide a centralized fixed location, preferably away from vulnerable areas, yet reasonably accessible to those officials who will use it.
2. To provide support to the on-scene Incident Commander(s).
3. Act as the command center for localized emergencies such as bomb threats and unlawful seizure of aircraft.
4. To be available for operational support 24-hours a day.

Emergency Response Organizations

Emergency response organizations use the generally accepted national standard for on-scene Command and Control. This national standard is the Incident Command System (ICS).

The ICS was developed and designed to accommodate an **ALL HAZARDS APPROACH**. The ICS organizational structure evolves in a modular fashion from the top down and provides fluidity for the logical expansion as an incident becomes more complex. The basic concepts and principles of ICS include: common terminology, modular organization, integrated communications, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management. While there are several different ICS structures, varying in complexity and flexibility, most begin with the following modules which are based on five functions that should be performed at every emergency incident:

1. Incident Commander
2. Operations
3. Planning
4. Logistics
5. Finance/Administration



In a non-complex emergency situation, these five tasks can be performed by a single individual. The command function is always established. If the incident expands, the ICS expands with it. However span of control can become a significant management issue. The ICS requires that any single person's span of control should be between three and seven individuals, with five being ideal. In other words, one manager should have no more than seven people working under them at any given time. If more than 7 resources are being managed by an individual, then they are being overloaded and the command structure needs to be expanded by delegating responsibilities.

Functions of the Incident Commander

ICS is scene specific. The function of the Incident Commander is to direct and control personnel and equipment, as well as to provide overall management at a specific incident site, including public safety and public information. The goal of the IC is to obtain the maximum productivity from all on-scene resources. The individual in this position may change depending on the scope, intensity, and duration of the incident. In addition to coordination, the IC normally handles three other responsibilities at minor incidents:

1. Scene safety
2. Liaison with outside agencies
3. Dissemination of information to the news media.

An effective IC must recognize the need to delegate these functions when the incident gets to a point when he or she can no longer effectively perform them. To be effective, an IC must be decisive, objective, pro-active, calm, a quick thinker, realistic, and flexible. This is no time for egos or turf issues - lives may be a stake. The IC must be qualified to make the decisions that need to be made under stressful conditions, and most importantly, realistic about his or her limitations.

The command function within ICS may be accomplished in two general ways. The methods are single command and unified command:

1. **Single command** is applicable when there is no overlap of jurisdictional boundaries or when a single IC is designated by the agency with overall management responsibility for the incident.
2. **Unified command** is used if several organizations have major roles or if the incident is multi-jurisdictional in nature - it is a shared responsibility for overall incident management. Under the Unified Command process, all involved agencies contribute to the command process, including overall goals, planning tactical objectives, and maximizing the use of all available resources. An example of when Unified Command may be appropriate would be during an air carrier aircraft incident or accident.

Under Unified Command structure there are key functions that need to be established:

1. Operations

The operations function is coordinated by the Operations Section Chief who reports directly to the IC. The operations function is responsible for tactical operations at the incident site with actions performed in accordance with an incident-specific Incident Action Plan (IAP).

2. Planning

The planning function is coordinated by the Planning Section Chief who reports directly to the IC. The planning function is responsible for coordinating the collection, evaluation dissemination, and use of information regarding the incident, as well as the status of resources used or needed at the incident site. The Planning Section is also responsible for the development of the Incident Action Plan (IAP). Depending on the size of the incident, this plan may be oral or written.

3. Logistics

The logistics function is coordinated by the Logistics Chief who reports directly to the IC. The Logistics Section is responsible for facilities, services, personnel, equipment, and material in support of the incident.

4. Finance/Administration

The finance/administration function is coordinated by the Finance Chief who reports directly to the IC. This function is responsible for tracking all incident costs, evaluating the financial considerations of the incident, cost analysis, and assuring appropriate reimbursement processes are initiated.

Command Staff

During response operations and in some cases, recovery operations, the Incident Commander (IC) and staff are located at the Incident Command Post (ICP). As previously stated, some incidents may be of such magnitude or complexity that the IC cannot effectively perform all of his or her responsibilities and span of control becomes an issue. Span of control is defined as the number of subordinates one supervisor can manage effectively. Effective management becomes difficult if too many people are reporting to one supervisor. Under emergency response conditions, this number ranges from three to seven persons. Span of control issues must be anticipated and prepared for, especially in rapidly escalating situations. Therefore, when conditions warrant, the IC should delegate certain responsibilities to other qualified personnel. Below is a list of key personnel:

1. Safety Officer

- a. Responsible for monitoring and assessing the safety hazards and unsafe situations response personnel may be exposed to and to develop and enforce measures to ensure their safety. This individual should keep the IC informed of present problems as well as potential hazards and

suggested solutions to minimize risks. The Safety Officer has the authority to bypass the chain of command when immediate correction to unsafe actions is required.

2. Public Information Officer (PIO)
 - a. Responsible for interfacing with the media and other appropriate agencies. This includes developing and disseminating complete and accurate information applicable to the incident, including size, current situation, resources committed and other information pertinent to the situation at hand.
3. Liaison Officer
 - a. Responsible for serving as a point of contact with assisting or coordinating agencies. Responsibilities include coordinating the management of these agencies to avoid duplication of effort and to ensure that each agency is allowed to perform what it does best. The Liaison Officer often must act as a diplomat in cases where a responding agency may lack familiarity with ICS or with their involvement with the particular incident.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Airport Management

1. Director of Aviation
 - a. May activate the EOC and advise his designee to make all pertinent disaster/emergency notifications.
 - b. Coordinate with Police and Fire to determine the best location for EOC setup.
 - c. When notified, act as **public information officer**.
2. Director of Operations
 - a. May activate the EOC and advise his designee to make all pertinent disaster/emergency notifications.
 - b. Coordinate with Police and Fire to determine the best location for EOC setup.
 - c. Acts as IC after the scene is secured and VTANG ARRF relinquishes control or they are relieved by the Director of Aviation.
3. Airport Operations
 - a. May activate the EOC in the event the Director of Aviation or Director of Operations is not initially available and make all pertinent disaster/emergency notifications.
 - b. Report to the EOC and has overall responsibility for the direction and control of the Airport Operations Personnel.
 - c. Coordinate with Police and Fire to determine the best location for EOC setup.

- d. Send a representative to the EOC as well as the ICC and act as communications liaison for the airport.
 - e. Will ensure that all responding individuals are wearing a reflective vest or belt while on the airfield.
- 4. Director of Maintenance
 - a. May activate the EOC and advise his designee to make all pertinent disaster/emergency notifications.
 - b. Coordinate with Police and Fire to determine the best location for EOC setup.
 - c. Has overall responsibility for direction and control of the Airport Maintenance Personnel.
- 5. Airport Maintenance
 - a. Has overall responsibility for direction and control of all Airport Maintenance Personnel.
 - b. Coordinate with the Maintenance Foreman to facilitate any tasks that are deemed necessary depending on the type of incident.
- 6. Director of Administration & Airport Planning
 - a. Have overall responsibility for direction and control of all Airport Administration Personnel.
 - b. Responsible for all Airport resource procurement and record keeping.

VTANG ARFF

- 1. When notified of an emergency situation, responds to the incident scene with appropriate personnel and firefighting equipment in accordance with (IAW) standard operating procedures (SOP).
- 2. Identifies an initial Incident Commander (IC) and establishes an ICP, if appropriate; assigns appropriate personnel to IC staff functions.
- 3. Performs IC duties at the scene of the incident, as appropriate.
- 4. Keeps the ICC and EOC informed of scene status, as appropriate.
- 5. Manages fire/rescue resources, directs fire operations, conducts necessary rescue operations, and determines the need to evacuate the area in the vicinity of the scene, and determines the need and location of temporary shelters.
- 6. Alerts emergency response personnel of the presence of hazards at the scene, (e.g., fire, hazardous materials, safety, scene evacuation, etc.).

TSA

- 1. Maintain control of the airport security check points and make all pertinent disaster/emergency notifications.
- 2. Send a representative to the EOC to act as communications liaison.
- 3. May be called upon to help the BPD & SBPD while maintaining security of the airport perimeter as well as the airfield.

Burlington Airport Police Department

1. Maintain a current copy of the Airport Security Program
2. Responsible for maintaining security of the disaster/emergency site and or aircraft until such time that control is relinquished over to the NTSB
3. Responsible for maintaining security of the EOC as well as recording entry and exit from the same.
4. Responsible for maintaining security of the airport perimeter as well as the airfield
 - a. With coordination from SBPD.

Public Works/Engineering

1. Manage public works resources and direct public works operations (e.g. road maintenance, debris/trash removal, etc.).
2. Coordinate with private sector utilities (e.g. power and gas) on shutdown and service restoration.
3. Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.
4. Coordinates support to the appropriate agency's (e.g. air carrier, airport, etc.) efforts to respond to inquiries from family members.

Health and Medical Coordinator (HMC).

1. Reports to the Airport EOC or other designated location; sends a representative if unable to report in person.
2. Coordinates efforts with local jurisdiction EOC, if appropriate.
3. Provides initial assessment of health and medical needs.
4. Oversees and coordinates the activated health and medical organizations to assess their needs, helps them obtain resources, and ensures that necessary services are provided.
5. Ensures a medical command post is established by emergency medical teams responding to the emergency site.
6. Coordinates multi-jurisdictional health and medical response efforts (e.g., VT Department of Health).
7. Ensures proof of licensure is made for all responding volunteers.
8. Maintains a patient/casualty tracking system. If an air carrier aircraft is involved, coordinates this effort with appropriate air carrier personnel.
9. Provides information regarding the health and medical response effort, including the number of injuries, deaths, etc. to the news media through the Public Information Officer (PIO). If an air carrier aircraft is involved, coordinates this effort with appropriate air carrier personnel.
10. Ensures emergency health and medical response information is provided to the EOC, as appropriate.

Air carrier(s)/Aircraft operator(s)

1. Provide full details of aircraft related information, as appropriate, to include number of persons, fuel, and dangerous goods on board to EOC.

2. Coordinate transportation, accommodations, and other arrangements for uninjured passengers per individual airline policies.
3. Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the airport.
4. Prepare a public relations/media response for the general public.
5. Perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act plan.

Communications Coordinator

1. Manages the communications section in the EOC and supervises all personnel assigned to it.
2. Supports media center communications, as needed.
3. Ensures communications section in the EOC has the capability to sustain operations around the clock.
4. Maintains a chronological event log.
5. Establishes a secondary communications center.

ADMINISTRATION AND LOGISTICS

1. The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES & REFERENCES

Refer to appendix "C".

B. COMMUNICATIONS

INTRODUCTION

PURPOSE

The communications section provides information on how BTV will establish, maintain, augment, and provide redundancy communication devices needed during an emergency.

SITUATION AND ASSUMPTIONS

1. A large-scale emergency situation may require a communications capability beyond the normal capacities of the equipment of BTV. Below is a list of additional sources available to support response and recovery operations.
 - a. Radio Emergency Associated Communications Teams (REACT)
 - i. Information concerning REACT can be obtained from www.reactintl.org.
 - b. Radio Amateur Civil Emergency Service (RACES)
 - i. Information concerning RACES can be obtained from www.races.net.
 - c. Local industry (Burlington Communications, Radio North, etc.)
 - d. TSA Coordination Center
2. Communication support from local emergency response agencies may not be available.
3. Response organizations will maintain operational control of their own communications system(s) while coordinating with the Incident Command Post or Emergency Operations Center during emergency response and recovery operations.
4. Communications interoperability allows emergency response personnel, and their affiliated organizations to communicate within and across agencies.

OPERATIONS

The methods used to communicate between the EOC and field forces (fire, police, EMS, etc.) include:

1. ATCT
 - a. Ground Frequency: 121.9
 - b. Tower Frequency: 118.3
 - c. DECF (Discrete Emergency Coordination Frequency): 126.85
2. BIA has two frequencies
 - a. Channel One (**Add Freq**)
 - b. Channel Two
3. Cell phones
4. Pagers
5. Military
 - a. VTANG frequencies(**Add Freq**)
 - b. VTARNG frequencies

6. WiFi hotspots on the airfield are located by the RVR antennas on the north and south end of runway 15/33.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Airport Staff

1. Ensures adequate and appropriate communications systems are in place.
2. When required, will designate a communications coordinator to report to the EOC.

Communications Coordinator

1. Manages the communications section in the EOC and supervises all personnel assigned to it.
2. Supports media center communications, as needed.
3. Ensures communications section in the EOC has the capability to sustain operations around the clock.
4. Maintains a chronological event log.
5. Establishes a secondary communications center.

All tasked organizations (This includes all emergency response organizations ARFF, law enforcement, Public Works, Public Information, Health and Medical, off-airport support, etc.).

1. Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations. All organizations should keep the EOC informed of their respective operations at all times.
2. Ensure redundant and interoperable communications capability.
3. Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

ADMINISTRATION AND LOGISTICS

1. The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES AND REFERENCES

C. ALERT NOTIFICATION AND WARNING

INTRODUCTION

PURPOSE

The Alert and Warning section will identify the methods and sequences to be used in notifying all appropriate personnel of the emergency as well as those in the immediate vicinity. This section will describe the Alert and Warning system available at the airport as well as who is responsible for activation, deactivation, and testing. The ability to direct emergency forces through alert and warning communication is essential to the effective operations in an emergency.

SITUATION AND ASSUMPTIONS

1. BTV is vulnerable to many hazards (i.e. natural disasters, structural fires, bomb threats, hijacking attempts, aircraft accidents, etc.), which would require activation of the alert and warning procedures.
2. Special needs groups such as people with sight, hearing, or mobility impairments will require special attention to ensure a totally functional alert and warning system is established. This also includes unaccompanied minors.
3. Some people may ignore or not understand the alert and warning signal.
4. Fire, police, other airport personnel, or outside agencies may be called upon to assist in the alert and warning process.
5. For some types of emergencies, the local emergency management agency may activate the Emergency Alert System (EAS) to notify the public of the situation.
6. NOAA weather radio stations will disseminate watches and warnings issued by NWS; NOAA tone alert radios are automatically activated when such watches are issued.
7. Where available, the local emergency management agency may activate the Mass Notification System (MNS) to notify response agencies and the public. Refer to DHS certification of MNS under the Support Anti-Terrorism and Fostering Effective Technologies Act of 2002 (SAFETY Act) located at www.safetyact.gov/DHS/SActHome.nsf.
8. In the event of a terminal building or property incident, a number of alarm systems are present at BTV. All terminal buildings/FBOs are equipped with smoke detectors and sprinkler systems that will be activated in the event of smoke or fire.

9. VTANG ARFF, Airport Operations and BPD operate on the airfield twenty four hours a day, seven days a week. Between the hours of 0530L and 0000L BTV ATCT is the primary notifications agent in the event of an aircraft emergency. When ATCT closes at 0000L, Burlington Airport Operations becomes the primary notification agent in the event of an aircraft emergency.

OPERATIONS

Initial reports of an emergency may be generated from one of several sources- the Airport, VTANG ARFF, BPD, ATCT, or an individual from the public sector.

In the event of a Phase II through V, the primary method of alarm notification will be the **Crash Net**. This is a phone system located in the control tower and ARFF building. It is used in conjunction with radios held by: VTANG ARFF, VTANG Command Post, BTV ATCT, BTV Airport Operations, and BPD. This audible alert system is tested daily by ATCT and VTANG Command Post. The system is maintained by each entity. All other mutual aid departments are linked via a paging system/ "call-down" which is initiated by the VTANG ARFF. After the mutual aid departments receive notification, they will respond within a five minute period.

Telephone lines are a secondary method of alarm notification. ATCT may dial 911 or the VTANG ARFF station directly at 802-660-5911. BTV ATCT may also notify the Airport by calling the Administration Building at 802-863-2875, Airport Operation 802-316-6014 or notify one of the following personnel directly.

1. Director of Aviation
2. Director of Operations
3. On-duty Airport Operations Specialist

A third method of alarm that can be used is by two-way radio communication from the ATCT to the VTANG ARFF, BPD, and Airport Operations.

The airport terminal paging system can also be utilized to disseminate public information.

Weather Warning Information

Warning information concerning the weather is typically received from one of the following:

1. NOAA will issue severe weather warnings and emergency alerts.
 - a. They will contact airport operations directly via the operations duty cell phone when such weather approaches.

Notification System Failure

In the event that the fire alarm system fails, Airport staff will, to the best of their ability, physically evacuate the terminal. Refer to the evacuation plan in appendix B for further detail

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

VTANG ARFF

1. Upon the activation of the Crash Net, the VTANG ARFF will categorize the phase level with the information provided by ATCT. They will then begin with the response process and initiate the EOC, if necessary.
2. Monitor radio traffic to ensure that the channels are clear for emergency communications.
3. Maintain and provide information, including changes, to all decision making parties in the disaster/emergency.

Airport Operations

1. In the event of a phase notification from ATCT, Airport Operations will immediately respond to the emergency/disaster site to assess the situation.
2. Suspend normal business activities until deemed safe by ICC.
3. Work with the Director of Aviation to disseminate disaster/emergency information to the public and/or media.
4. Ensures adequate and appropriate communication systems are in place.
5. Maintains a chronological event log.
6. Notify airport employees/tenants of emergency status.
7. Initiate Airport evacuation plan in appendix "B".

ATCT

1. Initiate the Crash Net System and update VTANG ARFF and Airport Operations of flight status.
2. Provide ground control services for access to the active runway/taxiway system, as needed.

BPD

1. Initiate the appropriate disaster response notifications.
2. Respond to the emergency site to assist and provide appropriate levels of safety and security.
3. Provide vehicle and foot patrols to assist in the alert and warning process, as requested.

ADMINISTRATION AND LOGISTICS

1. The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they

request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES & REFERENCES

1. Refer to appendix "C".
2. Refer to appendix "E" for contact list.
3. Refer to appendix "A" for grid map.

D. EMERGENCY PUBLIC INFORMATION

INTRODUCTION

PURPOSE

The EPI section will describe the means, organizations, and processes that BTV will use to provide timely, accurate, and useful information/instructions to the public before, during, and after a disaster/emergency.

SITUATION AND ASSUMPTIONS

1. BTV has the potential to be affected by many disasters/emergencies as described in the Hazard Specific sections. In each situation, it would become necessary for the Airport and/or IC and EOC to distribute information to the news media, which in turn would relay the pertinent information to the public.
2. There will be state and nationwide interest regarding coverage of the disaster/emergency with the majority of media being unfamiliar with the processes outlined in the AEP.
3. Cooperation is expected from local media in terms of focusing on the dissemination of emergency public information versus spotlighting a spectacle story. However, BTV knows that some media will attempt to gain information from unofficial sources.
4. BTV will make public a published "Media Guide To Airport Emergencies" that will be provided to all media organizations. A copy of this document can be found in Appendix I.
5. An effective EPI program is expected to help reduce further harm or casualties and to minimize the effects of the disaster/emergency whereas the general public are concerned.
6. Principle means by which BTV communicates EPI include local and national television, radio, newspaper, and the Internet.
7. During an emergency situation, the coverage of EPI will span across the State of Vermont, Western New Hampshire, and Northeastern New York.
8. BTV has a variety of communication systems in place in the event of an emergency. These systems include an airport wide paging system, teletype, bi-lingual instructions, and loud speakers. If a primary communications system is unavailable, BTV will use another system that is not affected.

9. Special needs groups such as people with sight, hearing, or mobility impairments will require special attention to ensure a totally functional alert and warning system is established. This also includes unaccompanied minors.

10. Due to the amount of French speaking passengers that fly out of BTV, all emergency information will be spoken in both English and French.

11. External media interest can bring a large number of media personnel and equipment to the airport creating a heavy demand on EPI organizations as well as BTV and may require outside assistance.

12. Vermont 2-1-1 is an established simple number to dial for information about health and human service organizations in the community. Some services that 2-1-1 supplies are as follows:

- Child Care Resource and Referral
- Clothing and Thrift Shops
- Consumer Services
- Crisis Services
- Discrimination Assistance
- Domestic and Sexual Violence Services
- Education—GED Instruction, Computer Classes
- Food Shelves and Nutrition Programs
- Health Care Services
- Housing—Homeless Prevention, Shelter, Tenants' Rights
- Legal Assistance
- Mental Health Care and Counseling
- Military, Family and Community Network
- Parenting Programs
- Senior Information & Assistance
- Support Groups
- Transportation
- Utility Assistance
- Youth and Family Services
- Veteran Services
- Volunteering
- Wellness Programs

13. Refer to the basic plan for a list of hazards that pertain to BTV.

OPERATIONS

Relay of information, response to public inquiry, rumor control, and media relations will be disseminated in a variety of ways depending on the phase of the situation.

1. The news media serving the state of Vermont, Chittenden County, and the Airport most likely to be used are as follows:

a. Print:

1. Burlington Free Press, Local news paper (802) 660-1897

b. Radio:

1. WRUV 90.1 FM - University of VT Radio Burlington (802) 656- 4399
2. WZEF 92.9 FM - Star Burlington (802) 655-0093
3. WFTK 92.1 FM - Kiss Burlington (802) 388-7563
4. WCPV 101.3 FM - Champ Burlington (802) 655-0093
5. WIZN 106.7 FM - The Wizard Burlington (802) 233-3636
6. WBTZ 99.9 FM - The Buzz Burlington (802) 658-4999
7. WRJT 104.7 FM - The Point Montpelier (802) 233-2396
8. WXXX 95.5 FM - Triple X South Burlington (802) 655-9550
9. WWPV 88.7 FM - St. Michael's College Colchester (802) 654-2887
10. WOKO 92.9 FM - The Big Station Country Burlington (802) 658-1230
11. WVPS 107.9 FM - Vermont Public Radio Burlington (802) 655-9451
12. WEAV 960 AM - The Zone Burlington (802) 655-0933
13. WVMT 620 AM - News/Talk Radio Burlington (802) 655-1620
14. WTWK 1070 AM - Talk Radio Burlington (802) 527-1450
15. WJOY 1230 AM - Oldies Burlington (802) 658-1230
16. WVAA 1390 AM - Country Burlington (802) 862-8265

c. Television Stations:

1. WVNY-TV (ABC), Channel 22
Office: (802) 660-9333
Fax: (802) 660-8673
298 Mountain View Drive
Colchester, VT 05446
2. WCAX-TV (CBS), Channel 3
Office: (802) 658-6300
Fax: (802) 652-6411
PO Box 608
Burlington, VT 05401
3. WFFF-TV (FOX), Channel 44
Office: (802) 660-9333
Fax: (802) 660-8673
98 Mountain View Drive
Colchester, VT 05446
4. WPTZ/WNNE-TV (NBC), Channel 5
Office: (802) 655-5455
Fax: (802) 655-5441
553 Roosevelt Highway
Colchester, VT 05446
5. KETC-TV (PBS), Channel 9
Office: (802) 655-4800
Fax: (802) 655-6593

204 Ethan Allen Avenue
Colchester, VT 05446

- d. Additional means of notification include person-to-person notification, broadcast emails and faxes, and notification on private company frequencies.
- 2. Increased Readiness (Known Impending Event)
 - a. Actions to be taken with more than a day's notice of an impending event.
 - 1. Coordinate event with the Airport Operations staff.
 - 2. Establish and maintain contact with the media.
 - 3. Provide preparedness information and any instructions, as cleared by Airport Operations.
 - 4. As necessary, arrange for accelerated printing of any required public information material (e.g., terminal evacuation procedures).
 - 5. Monitor the local media.
 - 6. Augment public inquiry and/or media relations staffs, if needed.
 - 7. Set up any additional facilities for EPI operations (e.g., separate telephone bank or media center).
 - b. Pre-incident public messages should include general information as applicable.
 - 1. Hazard
 - 2. Estimated area and time of expected incident.
 - 3. Property protection measures (e.g., sandbagging, boarding windows, relocating aircraft, securing equipment, etc.).
 - 4. Recommended content of disaster supply kits for surviving 72 hours, if appropriate.
 - 5. Evacuation instructions (coordinate with the local Emergency Management Agency).
 - 6. Other do's and don'ts actions relevant to the emergency.
 - 7. Telephone numbers for specific kinds of inquiry.
- 3. Limited Warning Available
 - a. Actions to be taken with Limited warning of impending event.
 - 1. Coordinate with the Airport Operations to determine what protective action will be taken (e.g., evacuation, in-place sheltering, etc.).
 - 2. Complete "standby" EPI instructions with particulars of the event. Coordinate with appropriate EOC staff member to ensure warning system is activated as necessary and ensure any appropriate EPI is distributed.
 - 3. Monitor the local media.
 - b. Pre-incident public messages with limited warning should include general information as applicable.
 - 1. Type of hazard and risk posed to people and property.
 - 2. Estimated area and time of expected incident.

3. Protective action instructions. Disseminate information to the permanent and transient airport population for the emergency at hand, i.e., what are they to do, how are they to do it, etc. If the protective action is such that it may impact the surrounding communities, e.g., evacuation, be sure it is coordinated with the appropriate community emergency management agency staff.
 4. Reference any visual information at-hand e.g., pre-printed instructions that may have been distributed to the airport tenants and employees.
4. After Impact
- a. The following EPI actions may be taken following the initial incident. These actions are not all-inclusive, but serve as a general guide.
 1. Establish and maintain contact with the local media. Provide relevant information and instructions as approved by the Airport Operations.
 2. Monitor local media reports and telephone inquiries for accuracy and respond as appropriate to prevent and/or correct rumors.
 3. Augment public inquiry and/or media relations staffs, if needed.
 4. Compile a chronology of incident-related events.
 5. Public messages released after impact should include general information as applicable.
 - I. Provide an assessment of the current situation.
 - II. Provide current response actions initiated and those in progress by the airport.
 - III. In coordination with the local community emergency management agency, provide information as needed on:
 - i. Where/how to get help.
 - ii. Health hazards information.
 - iii. Key telephone numbers. Include a “hotline”, if applicable.
 - iv. Web site address, if applicable.
 - v. Current response actions.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Airport Staff

1. Will designate a Public Information Officer (PIO).
2. Time permitting the Director of Aviation, Director of Airport Operations, or their designee, will brief the media on the pertinent issues regarding the disaster/emergency. These briefings will continue for the duration of the emergency/disaster and the Director of Aviation, or designee, will determine the frequency of these briefings.
3. The Director of Aviation, Director of Airport Operations, or their designee, will be briefed by all involved agencies with the emergency/disaster status before they brief the media on that emergency/disaster.
4. The Director of Aviation, Director of Airport Operations, or their designee will brief all airport tenants on the emergency/disaster status and give instructions on

- what those tenants need to do in order to ensure the safety of their personnel and property before the general public/media are briefed on the status of the emergency.
5. The Airport will provide the proper escort and identification methods for the media in the event of a prolonged emergency/disaster.
 6. The Airport will participate in a post-event evaluation and critique.

FBOs

1. The FBO Managers will assist and provide support, wherever possible, to the Airport. This will mainly be in the form of disseminating pertinent information to their customers regarding the current emergency/disaster.

VTANG ARFF

1. ARFF will assist with the dissemination of disaster/emergency information and instructions via vehicle mounted public address systems or person-to-person notification if needed.
2. ARFF will confirm area safety for media access if necessary.

BPD

1. Assist with the dissemination of disaster/emergency information and instructions via person to person if needed.
2. Confirm appropriate security measures for media access.
3. Ensure preservation of all wreckage and accident evidence until relieved by the NTSB.

ADMINISTRATION AND LOGISTICS

1. The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES AND REFERENCES

E. PROTECTIVE ACTIONS

INTRODUCTION

PURPOSE

The Protective Actions section will describe the provisions that are in place to ensure a safe and orderly evacuation. It will also address emergency sheltering when time is a factor and evacuation ceases to be an option. The emergency measures included in this section may involve the entire airport or may be localized to particular areas of the airport such as the terminal area, north concourse, parking garage, Etc.

SITUATION AND ASSUMPTIONS

1. The Burlington International Airport is vulnerable to several hazards that could facilitate the need for evacuation should the lives and property of the traveling public and/or employees be threatened. A natural disaster such Earthquakes, blizzards or ice storms or a hazardous material incident are hazards that could trigger an order to evacuate or shelter within the airport facility.
2. Evacuation of people at risk during emergency situations that occur with little or no warning can be implemented on an ad hoc basis by the Director of Operations. Evacuation instructions should be based on known/assumed health risks associated with the hazard and a determination that sheltering is no longer a viable option. The Airport knows that there will be some instances where it would be more appropriate to shelter rather than evacuate. Reference appendix "B" for Airport Evacuation Plan.
3. There will be certain sectors of the traveling public that will need special attention and assistance (i.e. visual/hearing impaired, physically challenged, and individuals with language barriers. Airport Operations, BPD, SBFD and VTANG ARFF will seek to identify and assist these populations as necessary during an evacuation.
4. The Primary decision for ordering an evacuation will come from the Director of Airport Operations and or their designee. There may be instances where the VTANG ARFF Fire Chief, the BPD, SBFD, or an EOC Incident Commander may have to make an evacuation related decision.
5. Hazardous material storage is limited to Fuel Farms operated by Heritage Aviation and Atlantic Aviation and certain maintenance related materials stored at the airfield maintenance shop and terminal maintenance shop.
6. Site-specific evacuation plans are included at the back of this functional annex for reference and review.
7. Evacuation plans may require coordination with local neighborhoods and the greater South Burlington Community.
8. While many people will begin the evacuation process on their own, it is anticipated that a majority of the people will be looking for and follow information, instructions, and guidance given by the Airport on evacuation procedures. There will undoubtedly be some individuals within the airport

population who may not understand or will refuse to follow given directions. BPD will have the authority to escort these people to a safe location by whatever means necessary.

9. BPD, SBFD, VTANG ARFF and the Airport will assist with the evacuations in the event of a disaster/emergency. It is also assumed that any other agencies called upon will also freely assist the Airport with an evacuation.
10. Emergency situation can occur without warning and may require the IC to evacuate people on an ad hoc basis.
11. The Director of Airport Operations or the IC may determine that it is safer to shelter people rather than evacuate.
12. Airport vehicles including two shuttle busses may be used to transport people in an evacuation. In the event of a larger scale evacuation, the CCTA may assist in the evacuation process with full size busses.

OPERATIONS

Depending on the magnitude of the event causing a potential evacuation, the Director of Airport Operations or the IC will determine the most prudent action to be taken. Partial evacuation, full-scale evacuation or sheltering are all options to be used depending on the severity of the incident at hand.

Sheltering

1. The IC will have full authority to authorize an evacuation or the need for sheltering depending on the circumstances.
2. In the event of sheltering on airport property, the public will be notified by the airport public address system, airline representatives or by face to face communication throughout the airport.
3. Buildings being used for shelter will be inspected by emergency or airport personnel prior to being used in a sheltering situation. Once personnel determine these facilities to be safe and secure, sheltering may begin in these facilities.
4. Should outside air need to be shut off in sheltering facilities, the Director of Maintenance will be notified. The Director of Maintenance will coordinate efforts by airport electricians to shut off air to airport facilities.

Evacuation

1. The terminal evacuation plan can be referenced in Appendix B.
2. Full and partial evacuations of the airport terminal are practiced and executed twice annually with all airport staff, tenants and essential personnel.
3. Areas to be evacuated may involve the main terminal, north or south concourse or the entire airport terminal as a whole. Other buildings on the airport have their own evacuation plans simpler in nature due to relatively small human populations occupying them. Evacuation routes and destinations are located in the terminal evacuation plan in Appendix B.
4. Evacuees will be transported by either Airport owned shuttle busses or by CCTA 50 seat busses.

5. The IC has full authority to authorize an evacuation. Authority is granted via The Director of Airport Operation and The Director of Aviation.
6. During an evacuation, individuals with special needs will be identified by airport personnel, BPD, SBFD and VTANG ARFF. These individuals will be accommodated as necessary to provide a safe evacuation.
7. The terminal evacuation plan identifies all primary evacuation routes for different types of evacuations at the airport.
8. During an evacuation, communication will be made between other City Departments and City Officials. Depending on the severity of the situation, The City's EOP will be activated. As the situation evolves, other affected communities will be consulted and briefed on the situation.
9. During an evacuation, all valuables including luggage and personal effects will be stored in individual airline baggage make-up areas and locked utility rooms at the airport. Items will only be stored if the situation is safe enough to allow for proper storage and inventory.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Airport Management

Director of Aviation

- a. When notified, act as public information officer.
- b. Grants full authority to the IC to authorize an evacuation or sheltering.

Director of Operations

- a. May activate the EOC and advise his designee to make all pertinent disaster/emergency notifications and authorize an evacuation or sheltering.
- b. May act as the IC if authorized by the Director of Aviation.
- c. Coordinate with Police and Fire to initiate evacuation plan.
- d. Insure safety and well-being of Operations Department Employees.

Airport Operations

- a. Utilize Public Address system to notify all areas of the airport of the need to evacuate.
- b. Call CCTA to arrange for emergency transport busses.
- c. Coordinate/communicate all protective/operations actions with ATC, TSA, and airport tenants.

Director of Maintenance

- a. Arrange for airport shuttle busses to be fueled and ready for evacuation.
- b. Has overall responsibility for direction and control of the Airport Maintenance Personnel.
- c. Insure safety and well-being of maintenance employees.

Airport Maintenance

- a. Gather supplies including food, water, Etc. in the event of sheltering situation.
- b. Make sure all airport sanitation systems are properly functioning.
- c. Acquire Portable Toilets and sanitation supplies in the event there is no power or water in a sheltering situation.
- d. Inspect facility for safety.
- e. Coordinate with the Maintenance Foreman to facilitate any tasks which are deemed necessary depending on the type of incident.

Director of Administration & Airport Planning

- a. Have overall responsibility for direction and control of all Airport Administration Personnel.
- b. Responsible for all Airport resource procurement and record keeping.
- c. Insure proper financial resources are available if the need to make purchases is necessary.

ADMINISTRATION AND LOGISTICS

1. The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.
2. The Airport is responsible for the procurement of its own essential supplies that are needed for an evacuation operation. All Airport Vehicles and BPD vehicles are available for use during the evacuation process if needed.
3. Procedures and equipment for shutting off air to buildings will be provided in Appendix B...
4. Evacuation maps are provided in Appendix B.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES AND REFERENCES

1. Reference Appendix "C".

F. LAW ENFORCEMENT/SECURITY

INTRODUCTION

PURPOSE

1. The law enforcement section provides information and identifies methods used to mobilize and manage law enforcement services in response to a disaster/emergency. Burlington Police Department and South Burlington Police Department exist to protect life and property, as well as ensure rapid access for all emergency responders/equipment to the disaster/incident site as well as provide rapid egress to awaiting medical facilities.

SITUATION AND ASSUMPTIONS

1. Each officer of the BPD holds an airport badge and is trained according to the airport safety and security training program.
2. BTV will have at least one officer on site 24 hours a day. During daytime operating hours there will be one officer per TSA checkpoint.
3. BPD is responsible for knowing their roles as pertains to this AEP.
4. BPD has jurisdiction on airport property and has an airport division office within BTV's terminal. SBPD has jurisdiction adjacent to airport property.
5. On-airport and off-airport law enforcement emergency response support organizations will be available to assist in accordance with established agreements, plans, and procedures.
6. All responding law enforcement units will be familiar with their responsibilities.
7. Large scale emergencies may require law enforcement support of mutual aid agencies from long distances.
8. Some emergencies, such as bomb incidents or hijacking situations, will require specialized law enforcement and other technical support such as Explosive Ordnance Disposal (EOD), military specialists, or the FBI. At BTV, regulated under 49 CFR part 1542, the support for such incidents will be specified in the ASP.
9. Public and private law enforcement/security services, including human resources, located at the airport and the communities it serves, may themselves be impacted by the disaster.
10. There may be some situations (e.g., wide area disaster) where the airport law enforcement services will be operating without the benefit of mutual aid support due to their commitment elsewhere.

OPERATIONS

Notification and Activation

- a. Request backup officers from downtown.
- b. Determine state of readiness and request outside assistance if necessary.

- c. Report to the EOC when directed by the IC.
- d. Disperse personnel and equipment to strategic locations in concert with EOC decisions.
- e. Assist the Fire Department in alert notifications as outlined in Functional Annex Section C, "Alert Notification and Warning".
- f. Establish and coordinate traffic control points with local police agencies and other mutual aid departments.
- g. Provide protection for all evacuated areas as personnel are available.

Emergency Response Actions

- 1. Establish necessary communications with field operations.
- 2. Assess overall law enforcement needs and response capabilities.
- 3. Manage and coordinate the city's law enforcement requirements in support of the incident/emergency.
- 4. Provide additional support capabilities as required.
- 5. Protect life and property
- 6. Maintain law and order
- 7. Traffic control
- 8. Crowd control
- 9. Support other public safety operations
- 10. Provide back-up communications for shelter operations
- 11. Assist in the warning of residents
- 12. Patrol evacuated areas
- 13. Assist in damage assessments
- 14. Mobilization/demobilization of resources, staff and equipment.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Burlington Police Department

- 1. Establish necessary communications with field operations.
- 2. Assess overall law enforcement needs and response capabilities.
- 3. Manage and coordinate the city's law enforcement requirements in support of the incident/emergency.
- 4. Provide additional support capabilities as required.
- 5. Protect life and property
- 6. Maintain law and order
- 7. Traffic control
- 8. Crowd control
- 9. Support other public safety operations
- 10. Provide back-up communications for shelter operations
- 11. Assist in the warning of residents
- 12. Patrol evacuated areas
- 13. Assist in damage assessments
- 14. Mobilization/demobilization of resources, staff and equipment.

South Burlington Police Department

1. Follow their SOPs and checklists as listed in the SBPD's Emergency Operations Plan.

- (a) Secure all airport gates.
- (b) Traffic control in front of terminal.
- (c) Ensure airport perimeter security.
- (d) Patrol to pick up unauthorized persons in SIDA.
- (e) Control media.
- (f) Assist at Operations Command Center.
- (g) Secure uninjured passenger and family areas.
- (h) Direct evacuations as necessary.

ADMINISTRATION AND LOGISTICS

1. The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES AND REFERENCES

1. Refer to Appendix "C"
2. Refer to Appendix "E"

G. FIREFIGHTING AND RESCUE

INTRODUCTION

PURPOSE

The firefighting and rescue function addresses emergency services available to BTV. For the purposes of this section, fire and rescue includes response capabilities for: Aircraft Rescue and Fire Fighting (ARFF), structural fire, rescue situations, and hazardous materials incidents. It includes a summary of the personnel and equipment, where they are located, general notification procedures, and overall statement of capabilities. The main focus of the Fire and Rescue section is to establish procedures and to organize all outside resources so there is no doubt as to our abilities to respond and meet all needs surrounding a significant disaster/emergency.

SITUATION AND ASSUMPTIONS

1. Refer to Appendix J for FAR 139.315 ARFF Index Determination.
2. The Vermont Air National Guard Fire Department provides ARFF equipment and personnel for all civilian and military operations. This service is provided 24 hours per day, 365 days per year.
3. List of ARFF Fire Fighting Vehicles, Agents and Equipment resources:
 - a. 1986 P-19 Oshkosh ARFF Quick Response vehicle carrying 1000 gallons of water, 130 gallons of AFFF and 500 pounds of PKP dry chemical.
 - b. 1985 P-19 Oshkosh ARFF Quick Response vehicle carrying 1000 gallons of water, 130 gallons of AFFF and 500 pounds of PKP dry chemical.
 - c. 2002 P-19H Rosenbauer ARFF Quick Response vehicle carrying 1500 gallons of water, 150 gallons of AFFF and 450 pounds of Sodium dry chemical.
4. At least one Vermont Air National Guard fire fighting vehicle is capable of responding within 3 minutes from the time of the alarm to the midpoint of the farthest runway or reach any other specified point of comparable distance and begin applying AFFF or dry chemical agent. The remaining fire fighting vehicles specified above can respond to the same locations within 4 minutes AND begin application of extinguishing agents.
5. The Vermont Air National Guard Fire Department personnel and support equipment are located north side of the Vermont National Guard ramp near mid-field on the east side of Runway 15/33.
6. The mobile on-scene ICC is provided by VTANG. The ICC will be placed in a suitable location as directed by the IC.

7. Off-airport fire and emergency response services support the Vermont Air National Guard Fire Department through mutual aid agreements based upon the magnitude of the aircraft accident as defined in the Phase V Response. (refer to Appendix “O” for mutual aid agreements)
8. On-airport and off-airport fire and rescue emergency response support organizations will be available to assist in accordance with established agreements, plans, and procedures.
9. All responding fire and rescue units will be familiar with their responsibilities.
10. Large scale emergencies may require fire and rescue support of mutual aid agencies from long distances.
11. Public and private fire and rescue services, including human resources, located at the airport and the communities it serves, may themselves be impacted by the disaster.
12. There may be some situations (e.g., wide area disaster) where the airport fire and rescue services will be operating without the benefit of mutual aid support due to their commitment elsewhere.

OPERATIONS

VTANG ARFF

1. Ensures availability of sufficient numbers of qualified and trained ARFF personnel according to the following Advisory Circulars:
 - a. AC 150/5200-12, [Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft Accident](#)
 - b. AC 150/5210-7, [Aircraft Rescue and Fire Fighting Communications](#)
 - c. AC 150/5210-13, [Water Rescue Plans, Facilities and Equipment](#)
 - d. AC 150/5210-14, [Aircraft Rescue Fire Fighting Equipment, Tools and Clothing](#)
 - e. AC 150/5210-17, [Programs for Training of Aircraft Rescue and Firefighting Personnel](#)
 - f. **AC 150/5220-4, [Water Supply Systems for Aircraft Fire and Rescue Protection](#).**
2. Ensures compliance with all standards and regulations involving fire and rescue response, which may include hazardous materials.
3. Ensures availability and operability of ARFF equipment as required by 14 CFR part 139.
4. Ensures representation of a qualified FRC in the EOC, when required.
5. Coordinates the response of multi-jurisdictional fire and rescue response efforts on the airport.
6. Provides information regarding the fire and rescue response effort through and to the Public Information Officer (PIO) for release to the news media.
7. Ensures emergency fire and rescue response information is provided to the EOC, as appropriate.

8. Maintains a chronological event log.
9. All ARFF personnel receive annual training in accordance with VTANG and USAF policies, including annual live fire drills, which meet or exceed the requirements of FAR Part 139.319, listed below:
 - a. Airport familiarization, including airport signs, marking, and lighting.
 - b. Aircraft familiarization.
 - c. Rescue and firefighting personnel safety.
 - d. Emergency communications systems on the airport, including fire alarms.
 - e. Use of the fire hoses, nozzles, turrets, and other appliances required for compliance with this part.
 - f. Application of the types of extinguishing agents required for compliance with this part.
 - g. Emergency aircraft evacuation assistance.
 - h. Firefighting operations.
 - i. Adapting and using structural rescue and firefighting equipment for aircraft rescue and firefighting
 - j. Aircraft cargo hazards, including hazardous materials/dangerous goods incidents.
 - k. Familiarization with firefighters' duties under the airport emergency plan.
10. All ARFF personnel shall complete training prior to initial performance of rescue and firefighting duties and receive recurrent instruction every 12 consecutive calendar months in all of the subjects listed above. Records of this training are maintained and available for inspection at the ARFF station.
11. All ARFF personnel are equipped with protective clothing (proximity suits) and equipment to perform their duties.
12. All rescue and firefighting personnel shall participate in at least one live-fire drill prior to initial performance of rescue and firefighting duties and every 12 consecutive calendar months thereafter.

Emergency Medical Care

1. All firefighters are current in basic emergency medical care. At least one individual, who has been trained and is current in basic emergency medical services, is available during air carrier operations. This individual shall be trained prior to initial performance of emergency medical services. Training shall be a minimum 40 hours in length and cover the following topics:
 - i. Bleeding.
 - ii. Cardiopulmonary resuscitation.
 - iii. Shock.
 - iv. Primary patient survey.
 - v. Injuries to the skull, spine, chest, and extremities.
 - vi. Internal injuries.
 - vii. Moving patients.

- viii. Burns.
 - ix. Triage.
- b. A record is maintained of all training given to each individual under this section for 24 consecutive calendar months after completion of training. Records shall include, at a minimum, a description and date of training received. Records of this training are maintained and are available for inspection at the ARFF station.
- c. Through mutual aid agreement with local medical agencies, sufficient personnel are available for emergency medical care. The agencies receive notification through the primary crash net and respond, as needs dictate, within a five minute period. A “call down” phone system is in place in the case of a primary crash net radio failure.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Airport Staff

1. Director of Aviation
 - a. May activate the EOC and advise his designee to make all pertinent disaster/emergency notifications.
 - b. Coordinate with Police and Fire to determine the best location for EOC setup.
 - c. When notified, act as public information officer.
2. Director of Operations
 - a. May activate the EOC and advise his designee to make all pertinent disaster/emergency notifications.
 - b. Continually monitor the status to BTV ARFF capabilities, Compliance with FAR 139.315. Refer to Appendix J.
 - c. Notify Airlines of a change in ARFF Index.
 - d. Acts as IC after the scene is secured and VTANG ARRF relinquishes control and has overall responsibility for direction and control until and if practical they are relieved by the Director of Aviation.
 - e. Coordinate with Police and Fire to determine the best location for EOC setup.
3. Airport Operations
 - a. May activate the EOC in the event the Director of Aviation or Director of Operations is not initially available and make all pertinent disaster/emergency notifications.
 - b. Continually monitor the status to BTV ARFF capabilities, Compliance with FAR 139.315. Refer to Appendix J.
 - c. Notify Airlines of a change in ARFF Index.
 - d. Report to the EOC and has overall responsibility for the direction and control of the operations department.

- e. Coordinate with Police and Fire to determine the best location for EOC setup.
- f. Send a representative to the EOC as well as the ICC and act as communications liaison for the airport.
- 4. Director of Maintenance
 - a. May activate the EOC and advise his designee to make all pertinent disaster/emergency notifications.
 - b. Has overall responsibility for direction and control of the Airport Maintenance Personnel.
 - c. Coordinate with Police and Fire to determine the best location for EOC setup.
- 5. Airport Maintenance
 - a. Maintains airport perimeter road, all access roads, access to emergency gates, and water supplies.
 - b. Coordinate with the Maintenance Foreman to facilitate any tasks which are deemed necessary depending on the type of incident.
- 6. Director of Administration & Airport Planning
 - a. Have overall responsibility for direction and control of all Airport Administration Personnel.
 - b. Plans location for access roads and water supplies
 - c. Responsible for all Airport resource procurement and record keeping.

VTANG ARFF and Rescue Coordinator.

- 1. When notified of an emergency situation, responds to the incident scene with appropriate personnel and firefighting equipment in accordance with (IAW) standard operating procedures (SOP).
- 2. Identifies an initial IC and establishes an ICP, if appropriate; assigns appropriate personnel to IC staff functions.
- 3. Performs IC duties at the scene of the incident, as appropriate.
- 4. Keeps the IC and EOC informed of scene status, as appropriate.
- 5. Manages fire/rescue resources, directs fire operations, conducts necessary rescue operations, and determines the need to evacuate the area in the vicinity of the scene or to initially shelter in place.
- 6. Alerts emergency response personnel of the presence of hazards at the scene, (e.g., fire, hazardous materials, safety, scene evacuation, etc.).
- 7. Coordinate the response of multi-jurisdictional fire and rescue response efforts on the airport.
- 8. Provide information regarding the fire and rescue response effort through and to the Public Information Officer (PIO) for release to the news media.
- 9. Maintain a chronological event log.

South Burlington Fire Department

- 1. Respond with units and engage fire suppression at all airport structural facilities.
- 2. Engage mutual aid as needed.

3. Determine the need to evacuate or other public protective action for the occupants of any facility in the vicinity of the fire.
4. Notify Airport Operations when scene is secure.
5. Inspect the involved buildings or facilities for safety of occupancy.

Burlington Airport Police Department

1. Maintain a current copy of the Airport Security Program
2. Responsible for maintaining security of the disaster/emergency site and or aircraft until such time that control is relinquished over to the NTSB
3. Responsible for maintaining security of the EOC as well as recording entry and exit from the same.
4. Responsible for maintaining security of the airport perimeter as well as the airfield
 - a. With coordination from SBPD

Law Enforcement/Security

1. Provides traffic and personnel access control, and security assistance to fire and rescue scene operations.
2. Assists in the identification of any fatalities.

TSA

1. Maintain control of the airport security check points and make all pertinent disaster/emergency notifications.
2. Send a representative to the EOC to act as communications liaison.
3. May be called upon to help the BPD & SBPD will maintaining security of the airport perimeter as well as the airfield.

All Tasked Organizations.

1. Adhere to all professional and legal standards in the performance of duties.
2. Provide ongoing status reports to the Fire and Rescue Coordinator.
3. As needed, coordinate with other emergency services such as medical/EMS, law enforcement, and public works.
4. Refers all media requests for information to the Fire and Rescue Coordinator or PIO, as appropriate.
5. Maintains updated resource inventories of emergency fire and rescue supplies, equipment, and personnel resources, including possible sources of replacements.
6. Designates staff to perform emergency duties.
7. Prepares detailed SOPs and checklists that include: contact information and mechanisms for notifying personnel; step-by-step procedures for performing assigned tasks; contact information for similar services in other jurisdictions, to include contact information for fire and rescue resources (air, land, water); and a listing of the radio communications call signs and frequencies used by responding organizations.

ADMINISTRATION AND LOGISTICS

1. The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES & REFERENCES

1. Refer to Appendix "C"
2. Refer to Appendix "J"

H. HEALTH AND MEDICAL

INTRODUCTION

PURPOSE

The Health and Medical function addresses the activities associated with the provision of emergency health and medical services at the airport. The purpose of this section is to coordinate the delivery of primary and supplemental health, medical and basic human services to the community. This section also addresses the need to assist with disrupted or overwhelmed local health and medical personnel and facilities.

SITUATION AND ASSUMPTIONS

4. VTANG ARFF provides first response to emergency medical situations at BTV.
5. South Burlington Fire Department provides primary response and becomes primary care provider once on scene. SBFD also provides primary transport to FAHC.
6. UVM Rescue provides backup medical support to SBFD and VTANG ARFF.
7. FAHC located at 111 Colchester Avenue, Burlington, VT is Chittenden Counties' regional hospital and a Level 1 trauma center. FAHC participates in a state wide mutual aid agreement. FAHC maintains a mass casualty plan and will invoke it in concert with this plan.
8. The Vermont Department of Health operates its central office at 108 Cherry Street in Burlington. Its Burlington District Office at 1193 North Avenue, Burlington, VT and its laboratory at 195 Colchester Avenue in Burlington, VT.
9. Maximum coordination and efficient use of off-airport medical resources will be required since this section addresses primarily large scale emergency and disaster events that would involve sufficient casualties and/or fatalities which may overwhelm local medical, health, and mortuary services capabilities.
10. The Vermont District 3 EMS maintains a Mass Casualty Incident (MCI) plan and protocol. This plan is structured according to the Incident Command System (ICS) and standardizes mass triage protocol among the districts 33 licensed EMS agencies.
11. Suspected Communicable Diseases. In the case of persons exhibiting signs/symptoms of a possible disease requiring quarantine, the airport will be required to contact state and/or federal Centers for Disease Control (CDC). The diseases subject to quarantine are established by Presidential Executive Order 13295. In the event that quarantine is required to protect public health, the emergency should be conducted in two phases: Short-term (approximately 6-8 hours) and Long-term (lasting several days).
12. Volunteers will come forward to help perform essential tasks. Their presence and efforts must be anticipated and coordinated.
13. Emergency services to protect life and health during the first 12 to 24 hours after the disaster will probably be exclusively dependent on local and area resources.
14. A list of Medical, Health and Mortuary services can be found in appendix "E".

OPERATIONS

This section is a work in progress to be completed upon further information from VTANG ARFF and other supporting agencies.

Refer to District 3 plan

VT EMS law

Provide link

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Airport Management
 - a. The Airport will designate a health and medical coordinator to send a representative to the EOC.
2. Health and Medical Coordinator (HMC).
 - a. Reports to the Airport EOC or other designated location; sends a representative if unable to report in person.
 - b. Coordinates efforts with local jurisdiction EOC, if appropriate.
 - c. Provides initial assessment of health and medical needs.
 - d. Oversees and coordinates the activated health and medical organizations to assess their needs, helps them obtain resources, and ensures that necessary services are provided.
 - e. Ensures a medical command post is established by emergency medical teams responding to an emergency site.
 - f. Coordinates multi-jurisdictional health and medical response efforts (e.g., VT Department of Health).
 - g. Ensures proof of licensure is made for all responding volunteers.
 - h. Maintains a patient/casualty tracking system. If an air carrier aircraft is involved, coordinates this effort with appropriate air carrier personnel.
 - i. Provides information regarding the health and medical response effort, including the number of injuries, deaths, etc. to the news media through the Public Information Officer (PIO). If an air carrier aircraft is involved, coordinates this effort with appropriate air carrier personnel.
 - j. Ensures emergency health and medical response information is provided to the EOC, as appropriate.
 - k. Coordinates support to the appropriate agency's (e.g. air carrier, airport, etc.) efforts to respond to inquiries from family members.
3. Emergency Medical Services.
 - a. Respond to the emergency scene with appropriately trained emergency medical personnel and equipment.

- b. Upon arrival at scene, assume appropriate role within the ICS. If ICS has not been established, initiate in accordance with established local standards.
- c. Organize the necessary actions for triage, stabilization, and treatment of casualties and prepare for their eventual transport.
- d. Provide control and dispatch of the casualties to the appropriate medical facilities. Coordinate with the local and regional medical facilities to ensure casualties are transported to appropriate locations.
- e. If an aircraft is involved, coordinate with the owner/operator representative for transportation of the uninjured to the designated holding area.
- f. Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, law enforcement, public works, etc.), and radio or telephone communications with medical facilities, as appropriate.
- g. Maintain an accurate list of casualties, to include their names and destination medical facilities.
- h. Arrange for restocking of medical supplies, as necessary.

4. FAHC.

- a. Implement the appropriate hospital disaster plan.
- b. Advise the Health and Medical Coordinator or appropriate EOC representative of the number and type of available beds. If an area-wide disaster is involved, also provide information regarding the condition of the hospital.
- c. Provide medical care to casualties as they arrive.
- d. Establish and maintain inter-hospital communications, as appropriate.
- e. Provide medical guidance to EMS.
- f. Coordinate with EMS, other hospitals, and any medical response personnel at the scene to ensure casualties are transported to the appropriate medical facility. Take into account special requirements such as trauma or burn centers. Consider use of clinics to treat less than acute injuries.
- g. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.
- h. Depending on the situation and pre-emergency planning efforts, deploy medical personnel, supplies, and equipment to the emergency scene(s) or retain them at the hospital for incoming patients.
- i. Establish and staff a reception and support center at each hospital for the relatives and friends of victims. If an air carrier aircraft is involved, coordinate this effort with appropriate air carrier personnel.
- j. Provide patient identification information to the American Red Cross, air carrier, or other agency having a need for the information (e.g., NTSB).

5. Environmental Health Officer (EHO).

- a. Provides for the monitoring and evaluation of environmental health risks or hazards as needed. Ensure appropriate actions are taken to protect the health and safety of disaster victims, responders, and the general public.
 - b. Inspects damaged buildings for health hazards.
 - c. Detects and inspect sources of contamination.
 - d. Coordinates with animal care and control agency to dispose of dead animals.
 - e. Ensures that adequate sanitary facilities are provided in emergency shelters and for response personnel.
6. Mental Health Agencies.
- a. Ensure that appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other airport care-givers during response and recovery. Services may include crisis counseling, critical incident stress debriefings, information and referral to other resources, and education about normal, predictable reactions to a disaster experience and how to cope with them. There should be specialized family crisis assistance available for those affected by a traumatic event or who become traumatized by cumulative stress related to the disaster experience.
 - b. Provide outreach services to identify and serve those in need of mental health support.
 - c. Coordinate with the PIO to arrange for dissemination of information to the public.
 - d. Coordinate with the American Red Cross (ARC) to identify victims who may require assistance.
7. Mortuary Services.
- a. Provide for the collection, identification, and care of human remains, determining the cause of death, inventorying and protecting deceased's personal effects, and locating and notifying next of kin, as appropriate.
 - b. Establish temporary morgue sites.
 - c. Obtain refrigeration vehicles for temporary storage of remains.
 - d. Establish and maintain a comprehensive record-keeping system for continuous updating and recording of fatality data.
 - e. Coordinate with:
 - i. Search and rescue teams, hospitals, EMS, and other emergency responders.
 - ii. Funeral directors, morticians, and transportation assets for the movement of the deceased.
 - iii. Other pathologists.
 - iv. The American Red Cross for location and notification of relatives.
 - I. If this effort is in response to an aircraft accident, actions taken should be coordinated with the air carrier's plan developed under the PL 104-264, Title VII - Aviation Disaster Family Assistance Act (ADFAA) of 1996. Details of the ADFAA can be obtained at www.nts.gov.

- v. Dentists and x-ray technicians for purposes of identification.
 - vi. Law enforcement agencies for security, property protection, and evidence collection.
- 8. American Red Cross (ARC).
 - a. Provide food for emergency medical responders and patients, if desired.
 - b. Maintain a record-keeping system in coordination with hospitals, aid stations, and field triage/transportation units to collect, receive, and report information about the status of victims.
 - c. Assist in the notification of next of kin of the injured and deceased.
 - d. Assist with the reunification of the injured with their families.
 - e. Provide first aid and other related medical support at temporary treatment centers, as requested, and within capability.
 - f. Provide supplementary medical, nursing aid, and other health services upon request, and within capability.
 - g. Provide assistance for the special needs of the people with sight, hearing, or mobility impairments, elderly, and those children separated from their parents, within capability.
- 9. Howard Mental Health.
 - a. Assist in providing for the special needs of the people with sight, hearing, or mobility impairments, elderly, and children separated from their parents; also provide for special needs of orphaned children.
- 10. BPD/SBPD.
 - a. Provide security assistance to medical facilities and to health and medical field personnel upon request.
 - b. Assist in the identification of fatalities.
- 11. VTANG/VTARNG.
 - a. Provides personnel and equipment to support non-law enforcement-related medical operations during emergencies. The provision of military personnel is normally at the direction of the Governor during disaster situations or in accordance with existing mutual aid agreements or existing MOA's at joint use facilities.
- 12. All Tasked Organizations.
 - a. Adhere to all professional and legal standards in the performance of duties.
 - b. Provide ongoing status reports to the HMC, including number of deaths, injuries, and other appropriate information, etc.
 - c. As needed, coordinate with other emergency services such as fire, law enforcement, and public works.
 - d. Refer all media requests for information to the HMC or PIO, as appropriate.
 - e. Maintain updated resource inventories of emergency medical supplies, equipment, and personnel resources, including possible sources of replacements.
 - f. Designate staff to perform emergency duties.
 - g. Prepare detailed SOPs and checklists that include:
 - i. Contact information and mechanisms for notifying personnel.
 - ii. Step-by-step procedures for performing assigned tasks.

- iii. Contact information for similar services in other jurisdictions
- iv. Area and local stores (grocery and drug), and medical warehouses that could provide pharmaceutical and medical supplies.
- v. Contact information for transportation resources (air, land, water).

ADMINISTRATION AND LOGISTICS

1. The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES & REFERENCES

Refer to appendix "E"

I. RESOURCE MANAGEMENT

INTRODUCTION

PURPOSE

The Resource Management section will describe the process by which BTV will identify, locate, obtain, and distribute resources in an efficient and orderly manner in response to a disaster/emergency. In ICS the resource management function is covered by the Logistics section.

The four basic concerns of emergency resources management include:

1. Determining needs
2. Obtaining supplies
3. Distributing the resources
4. Maintaining financial and legal accountability

SITUATION AND ASSUMPTIONS

1. The Director of Maintenance or his/her designee will act as the Resource Manager during an emergency.
2. The contact list is located in the back of this hazard section in appendix "E".
3. Activation of Resource Management is left to the discretion of the IC.
4. Emergency victims will take precedence in the allocation of resources.
5. Response agencies will be able to sustain themselves during the first 24 hours of an emergency. Emergency response organizations should exhaust their own channels of support prior to turning to Resource Management for outside contracted assistance.
6. Potential emergencies which could trigger resource shortages include, but not limited to:
 - a. Aircraft incidents and accidents
 - b. disabled aircraft removal
 - c. bomb threats/incidents
 - d. sabotage/hijack
 - e. power failure
 - f. hazardous material spills
 - g. crowd control
 - h. fire
 - i. Natural Disasters (earthquake, high winds, ice storms/winter storm)
 - j. water rescue
7. Examples of possible resource shortages include:
 - a. Loss of power
 - b. potable water
 - c. portable equipment
8. Possible effects on transportation (e.g. bridge collapse, restricted airport access, etc.)

- a. IC can request additional equipment from local tenants.
- 9. The Airport Maintenance Facility and Airport Administration building will be used as the primary locations for materials/resource management functions. Refer to the grid map in Appendix "A" for location.
 - a. The majority of heavy machinery will be located at the Airport Maintenance Facility.
 - b. A full list of on airport available resources can be found in appendix "D".
- 10. Central Resource Receiving Point
 - a. Consideration should be given to a convenient, yet secure location to which all resources can be directed initially.
- 11. Offers of help will be received and accepted.
 - a. Caution should be exercised when allowing untrained volunteers access to areas where they may be exposed to traumatic events.
- 12. When advance warning is available, suppliers with whom agreements exist should be notified of the potential intent to activate the agreements.

OPERATIONS

Available Resources

- 1. Refer to Appendix "D" for a list of all BTV resources and contracts including:
 - a. Personnel, vehicles/heavy equipment, communication equipment, recovery supplies, generators, and miscellaneous material.
- 2. The BPD/SBPD and VTANG ARFF organizational charts may be found in their respective functional annexes. These three agencies will be the primary organizations in all other functional annexes.
- 3. VTANG ARFF vehicles and capabilities are also listed in the AEP under their function annex.
- 4. Refer to Appendix "D" for a list of all equipment and supplies maintained at BTV.

Sequence of Activities

- 1. Notification
 - a. If the need for outside assistance is encountered, the IC will call the Resource Manager.
 - b. Resource Manager will activate initial call list.
- 2. Determining Needs
 - a. Resource Management will conduct a needs assessment to determine the following:
 - i. WHAT specific item(s) is required to support the emergency
 - ii. WHY is a specific item(s) required (will an alternative item perform the same task)
 - iii. HOW MUCH of the item(s) is required (specify quantities in pounds, feet, sq yards, gallons, number, etc.)
 - iv. WHO needs the item(s) (provide the organization needing the item(s))
 - v. WHERE is the item(s) required to be delivered to or used (precise location)

- vi. WHEN is the item(s) required to be in-place (provide a time line)
- 3. Obtaining supplies
 - a. Upon receipt of a request, Resource Management should attempt to fill the need with airport resources or resources for which agreements are in place.
 - b. If the needed resource is on hand, Resource Management contacts the supplier, confirms transportation responsibilities.
 - c. If the needed resource is not available from prearranged suppliers, the next step is to procure (or hire) or solicit a donation of the needed resource.
- 4. Distributing the resources
 - a. Upon delivery of resources, all material should be placed at the Central Resource Receiving Point (may vary depending on emergency).
 - b. Procurement efforts should try to ensure that provisions are made for transport of procured resources.
 - c. Resource Manager will inform IC of incoming resources.
- 5. Maintaining financial and legal accountability
 - a. The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.
- 6. Post emergency activity
 - a. When needs have largely been met, the crisis subsides, and the airport can begin to function as normal, resource management will have to address four areas:
 - i. Disposal of excess stocks. Loaned equipment will have to be returned to its owners. Surplus property can be dealt with through normal procedures – except perhaps where hazardous materials are involved.
 - ii. Stand down (Return to normal duties). Facilities and staff should be deactivated as soon as is feasible, with all necessary reports and documentation completed and filed.
 - iii. Financial settlement. The airport may need to reimburse or compensate the owners of private property. It may also have to submit required reports that address requests for any available financial assistance.
 - iv. Support Acknowledgement. Suppliers and donors should receive acknowledgment for their support. This should be coordinated with the Airport Manager/Chief Executive. New suppliers might be approached regarding their interest in developing an agreement in time for the next emergency.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Director of Aviation

1. Will appoint a resource manager or give the authority to the IC to appoint a resource manager.

Incident Commander

1. When deemed necessary, the IC will activate Resource Management by calling the Resource Manager.
2. IC, or his/her designee, will coordinate with the Resource Manager regarding needs and priorities in meeting them give the Resource Manager a needs request, based off of the needs assessment criteria.

Resource Manager

1. Directs and supervises the activities of Resource Management.
2. Coordinates with IC and staff regarding needs and priorities in meeting them.
3. During the emergency, monitors potential resource shortages at the airport and advises the IC of the need for action.
4. Ensure that the equipment, supplies, personnel, etc. are allocated in the manner the IC intended.

Director of Maintenance

1. Will initiate a needs assessment to determine a sequence of activities (determining needs, obtaining supplies, distributing material, accounting for resources, etc).
2. Consult with local FBO's and tenants when a resource from their inventory is needed.
3. Identifies locations that may be used for storage of resources, if needed.
4. Utilize airport Maintenance personnel for additional support.

Airport Maintenance

1. Ensure that all equipment, under Resource Management, is operated by qualified personnel.
2. Help procure spare parts and vehicle maintenance items to ensure uninterrupted operations of all mechanical equipment.
3. Advise Resource Management on equipment status and availability.

All Airport Agencies

1. Provide knowledgeable staff to support Resource Management, as requested.

ADMINISTRATION AND LOGISTICS

1. The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES AND REFERENCES

Refer to Appendix “A”

Refer to Appendix “D”

J. AIRPORT OPERATIONS AND MAINTENANCE

INTRODUCTION

PURPOSE

The Airport Operations and Maintenance section identifies the roles and responsibilities of operations and maintenance personnel during an airport emergency.

SITUATION AND ASSUMPTIONS

1. The Airport is subject to many hazards that would directly involve the Operations and Maintenance Departments. These hazards, described in the Hazards section of this AEP, include, but are not limited to Aircraft Incidents/Accidents, Structural Fires, Hazmat Situations, Etc.
2. The Operations department is comprised seven (7) Operations Specialists and seventeen (17) Maintenance Personnel. The airport is equipped with a variety of heavy equipment including loaders, dump trucks and pickup trucks. Additionally, BTV is equipped with two light towers for emergency operations that occur after sunset. A complete list of available equipment is located in Appendix D.
3. The contact list for all airport operations and maintenance staff is located in Appendix E.
4. In the event of an emergency, airport operations may be the only airport staff on-duty. Therefore, airport operations may need to activate VTANG ARFF for assistance. If airport operations arrives first to the disaster/emergency, AOS may initially represent airport management during the early stages.
5. It is presumed that Operations and Maintenance would not have sufficient resources in the event of a major disaster and that problems will initially have to be handled on a priority basis.
6. All responding Operations and Maintenance personnel have received training on disaster/emergency operations and are familiar with their work environment.

OPERATIONS

Personnel and Equipment

1. The Operation department is comprised seven (7) Operations Specialists and seventeen (17) Maintenance Personnel. The airport is equipped with 2 front end loaders, four dump trucks, six pickup trucks in addition to several smaller pieces of maintenance equipment. Additionally, BTV is equipped with two light towers for emergency operations that occur after sunset. A complete list of available equipment is located in the appendix "D".
2. Location of Personnel and Equipment
Airport Operations is located on the second floor on the south end of the airport terminal. All maintenance personnel and equipment are located at either the

Airfield Maintenance Shop, located on the south end of the airfield or at the terminal maintenance shop, located at the south end of the airport terminal.

3. General Notification Procedures

The Director of Aviation and the Director of Operations will be notified for all Phase IV and above emergencies and all phases resulting in an incident or accident. Additionally, the Operations Foreman, Operations Specialists and the Director of Maintenance will be notified. Maintenance personnel will be notified on an “as needed” basis as situations develop.

4. Capabilities

The Airport Operations Department, a staff of seven, has the capability of directing and contributing support in the EOC in a round-the-clock manner as necessary. Airport Operations also has the training and knowledge to coordinate and direct the various resources involved in emergency situation. Airport Maintenance has the ability to operate large equipment that may be needed in an emergency, while also acting as escorts on the airfield and providing general assistance under the direction of the Director of Maintenance.

5. NOTAMS/Runway closures

Airport operations personnel will make the initial determination regarding the requirement to issue NOTAMS including closing of the airport on an as-needed basis.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Airport Staff

1. Director of Airport Operations/Operations Specialists

- a. The Director of Airport Operations is the ranking representative for the commitment of Airport resources and emergency response activities. Operations Specialist may temporarily act as ranking representative until the Director of Airport Operations arrives on-scene.
- b. The Director of Airport Operations provides the Director of Aviation with critical information as the event unfolds.
- c. The Director of Airport Operations provides logistical support to other supporting agencies.
- d. Chain of Command is as follows:
 - i) Director of Aviation
 - ii) Director of Airport Operations
 - iii) Director of Maintenance
 - iv) Airport Operations Foreman
 - v) Airport Operations Specialist On-Duty (until relieved of command).
 - vi) Maintenance personnel

2. Director of Aviation-Primary/Secondary

- a. The Director of Aviation serves as the senior ranking Airport representative in all matters pertaining to the Burlington International Airport.
- b. The Director of Aviation is responsible for reporting all Airport activities to the Mayor of Burlington.
- c. The Director of Aviation acts as senior representative for commitment of Airport resources for emergency and non-emergency response activities on the airfield.
- d. The Director of Aviation, with the assistance of the Director of Airport Operations and Director of Airport Maintenance, coordinates all Airport response.
- e. The Director of Aviation, with the assistance of the Director of Airport Operations and Director of Airport Maintenance, makes all necessary initial notifications to response and regulatory agencies.
- f. The Director of Aviation shall be updated from the Director of Airport Operations continuously as information develops during an emergency.

3. Airport Operations Specialists

- a. The Operations Specialist on duty will initiate the recall list in the event of an emergency. The Operations Specialist on duty will act as ranking Airport Authority until relieved by the Director of Airport Operations.
- b. The Director of Airport Operations assists the Operations Specialists on duty in making all necessary initial notifications to response and regulatory agencies.
- c. The Director of Operations under the direction of the Director of Aviation coordinates all Airport response.
- d. The Director of Airport Operations will assist the Director of Maintenance in directing the duties of Airport Maintenance personnel.

4. Director of Airport Maintenance

- a. The Director of Airport Maintenance shall work in coordination with the Director of Airport Operations in a support capacity to provide all necessary maintenance personnel and equipment.
- b. The Director of Airport Maintenance shall be present in the EOC to provide maintenance resources and assist in the notification of maintenance personnel of the situation at hand.
- c. The Director of Maintenance under the direction of the Director of Aviation and/or Director of Airport Operations helps coordinate all Airport response.
- d. The Director of Airport Maintenance will direct the Assistant Director of Maintenance and Airfield and Terminal Maintenance Foreman on what duties they will perform with guidance from the Director of Airport Operations.

5. Airport Maintenance Foremen/Maintenance Personnel

- a. The Airport Maintenance personnel are responsible for providing manpower and equipment material resources to support all airport emergency and non-emergency activities.
- b. The Airport Maintenance personnel will provide escort to all emergency vehicles and other vehicles necessary in an emergency.

6. Emergency Operations Center

- a. The Burlington International Airport Emergency Operations Center will be located in Airport Operations on the second floor of the airport terminal. In the event that the emergency has rendered this area unusable, the EOC will be located at Heritage Aviation Conference Room by the 890 ramp.

7. Burlington Police Department, Airport Division

- a. The BPD is responsible for assisting the Director of Airport Operations and The Director of Maintenance in providing manpower and equipment material resources to support all airport emergency and non-emergency activities.

ADMINISTRATION AND LOGISTICS

1. The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES AND REFERENCES

Refer to appendix "D".

Refer to appendix "E".

III. Hazard-Specific Information and Procedures

Hazard-specific Sections provide additional detailed information applicable to the performance of a particular function in support of a particular hazard. They are prepared when the Hazards Analysis and regulatory considerations warrant. These documents, along with their associated SOPs and Checklists, are usually “stand alone” - for example, if there is a Structural Fire, the Structural Fire section can be pulled from the AEP and used to support the incident - there should be no need to reference the Basic Plan or Functional Annexes during the emergency.

A. Aircraft Incidents & Accidents.....	Section 1
B. Structural Fires/ Fuel Storage Fires.....	Section 2
C. Natural Disasters	Section 3
D. Hazardous Materials Incidents.....	Section 4
E. Fuel Spill	Section 5
F. Airfield Power Failures.....	Section 6
G. Water Rescue.....	Section 7
H. Crowd Control.....	Section 8

A. AIRCRAFT INCIDENTS AND ACCIDENTS

INTRODUCTION

PURPOSE

The information contained in this hazard-specific section defines responsibilities and actions to be taken in the event of an aircraft incident/accident.

Definitions

Aircraft Accident: Any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffers death or serious injury as a result of the occurrence or in which the aircraft, including cargo aircraft, receives substantial damage. (See 49 CFR part 830.) (Refer to Reporting an Accident to the NTSB at www.nts.gov.)

Aircraft Incident: An incident is an occurrence other than an accident that affects or could affect the safety of operations.

SITUATION AND ASSUMPTIONS

1. The BIA maintains Airport ARFF Index “B.” VTANG personnel and vehicles are available 24 hours a day, 365 days a year. ARFF personnel are capable of responding to any incident, aircraft or non-aircraft related, at any time.
2. For the purpose of emergency response, each aircraft incident/accident shall be considered to be a potential hazardous materials incident until deemed otherwise.
3. BIA is open 24 hours a day, 365 days a year.
4. The ATCT operates between 0530 and 2400 local time daily.
5. Activation Policy
 - a. Crash Net System
 - i. In the event of an aircraft emergency the primary method of alarm notification will be the Crash Net. This is a phone system located in the tower cab and is used conjunction with hand held radios that go directly to the following: VTANG ARFF, VTANG Command Post, BTV ATCT, BTV Airport Operations and BPD. **This audible alert system is tested daily by ATCT.** All other mutual aid departments are linked via a paging system which is initiated by the VTANG ARFF
 - ii. System covers all aircraft responses (in-flight, airborne, medical, ground, or structural emergency) Refer to LOA in appendix “C”
 - b. During hours when ATCT is open, they will activate Crash net.
 - c. When ATCT is closed, Airport Operation Specialists will telephone (upon notification of an inbound emergency) VTANG ARFF.
6. The EOC is located in the Airport Operations Office. The EOC facilitates policy-making in coordination with the VTANG’s ARFF on-scene ICC. The ICC would be placed in a suitable location per the incident commander and in

conjunction with the EOC would coordinate and control of multi-jurisdictional forces required in a large-scale disaster or emergency. All direction and control activities would be handled from ICC and in the event that primary EOC was not available the Heritage Flight FBO would be the secondary.

7. The airport staff is comprised of VTANG ARFF, Burlington Police Department, Airport Operation, Airport Maintenance and Airport Administration.
8. The BIA currently has 2 runways, which are identified below and depicted in the appendix of the AEP.
 - a. Runway 15/33 which is 8,320 ft x 150 ft
 - b. Runway 1/19 which is 3,611 ft x 75 ft
9. Consider both runways to be closed when the emergency aircraft is on final. The runways will remain closed until opened by the Airport Operation Specialist on duty.
10. ATCT can assign a Discrete Emergency Coordination Frequency (DECF) at 126.85 MHz as needed or requested by VTANG ARFF or flight crew.
11. All responding agencies will utilize their own SOPs and Checklists.
12. Staging Areas are as follows:
 - a. Airfield Gate 2
 - b. In the event that Airfield Gate 2 is not available, Airfield Gate 1 will be used.
 - c. Off Airport - Use Grid Map located in AEP Appendix "A".
13. If an aircraft accident/incident occurs within a 15 mile radius of the airport, the Crash net will be activated by ATCT.
14. General air carrier fleet mix

Aircraft Type	Engine Type	Number of Passengers
Airbus A319	Twin Jet	130
Airbus A320-200 Series	Twin Jet	138
Airbus A320JB	Twin Jet	150
Boeing 717	Twin Jet	117
Canadair Regional Jet (CR700)	Twin Jet	70
Canadair Regional Jet (CR500)	Twin Jet	50
De Havilland Dash 8 (Q200)	Twin Turboprop	37
De Havilland Dash 8 (Q300)	Twin Turboprop	50
De Havilland Dash 8 (Q400)	Twin Turboprop	74
Embraer Regional Jet 145 (e145)	Twin Jet	50
Embraer Regional Jet 170 (E170)	Twin Jet	70
Embraer Regional Jet 175 (E175)	Twin Jet	88
Embraer Regional Jet 190 (E190)	Twin Jet	100

OPERATIONS

BIA Phase System Overview/Classifications/Categories

1. PHASE II (involving 1-2 SOB)
 - a. A lower level condition where no mutual aid is required. VTANG may request an ambulance to respond. If an ambulance is requested, the

Burlington Police must respond to Airfield Gate 2 to allow emergency equipment access to the airfield.

2. PHASE III (involving 3-9 SOB)
 - a. A condition which does not appear to require outside assistance such as a minor accident in which fire suppression and rescue are within the capabilities of the VTANG Fire Department. A minimum of two ambulances (or one per two known victims), two fire engines, and one heavy rescue will be dispatched.
3. PHASE IV (involving 10-29 SOB)
 - a. A condition, which appears to require, limited outside assistance. A minimum of five ambulances (or one per two known victims), two tankers, four engines, one tower, and two heavy rescue (extrication) vehicles with crews will be dispatched.
4. PHASE V (involving 30+ SOB)
 - a. A condition which appears to require general outside assistance. A Phase V is or may become a major disaster in which many emergency responders will perform fire suppression, rescue, resupply, triage, transport, traffic control, area security and support duties. A minimum of five ambulances (or one per two known victims, up to the maximum number available), and two heavy rescue (extrication) units will be dispatched.

5. Phase V working incident

6. Refer to appendix H for a chart of responding agencies and vehicles per phase.

Phase II Procedures (involving 1-2 SOB; EMS will be called if needed)

ATCT

1. Upon receiving notification of an aircraft experiencing difficulty and requiring assistance, the ATCT will initiate the Crash Net, alerting VTANG ARFF units and Airport Operations to standby at designated areas. When possible, ATCT will give a description and the nature of the difficulty, the type of aircraft involved, if hazardous materials are on board, and the number of souls and fuel on the aircraft over frequency.
2. ATCT will continually update VTANG ARFF and Airport Operations on the aircraft's situation prior to an attempted landing.

VTANG ARFF

1. Upon receiving notification VTANG will proceed to the appropriate staging area and standby in case a more emergent situation arises.

Airport Operations

1. Upon notification of an aircraft difficulty, Airport Operations will respond to the approach end of the landing runway. Once in place they will monitor the Ground Control Frequency (121.9 MHZ) for aircraft status updates and await the arrival of VTANG ARFF.
2. Notify the Director of Operations
3. Airport Operations is able to reopen the runway after these criteria are completed:

- a. Runway inspection
- b. ARFF Index “B” is met; verifying with Chief II that ARFF units are able to respond in the event of another emergency
 - i. If not, Airport Operations has to downgrade the index and notify the appropriate aircraft operators and regional airports division manager in adherence to FAR 139.319.
- 4. Airport Operations will contact the aircraft owner/operator for assistance if necessary.

BPD-Airport Division

- 1. If called upon by VTANG, ATCT, or Airport Operations, BPD must respond to Airfield Gate 2 to allow emergency equipment access to the airfield.

Phase III, IV, and V Procedures

ATCT

- 1. Upon receiving notification of an aircraft experiencing difficulty and requiring assistance, the ATCT will initiate the Crash Net, alerting VTANG ARFF units and Airport Operations to standby at designated areas. When possible, ATCT will give a description and the nature of the difficulty, the type of aircraft involved, if hazardous materials are on board, and the number of souls and fuel on the aircraft over frequency.
- 2. ATCT will continually update VTANG ARFF and Airport Operations on the aircraft’s situation prior to an attempted landing.

VTANG ARFF

- 1. Upon notification of an aircraft experiencing difficulty, VTANG ARFF vehicles will proceed to appropriate staging area adjacent to the intended landing runway or they will proceed to the aircraft movement area where the aircraft in distress is located.
- 2. Upon safe landing VTANG ARFF units will remain on standby until the phase is secured by Chief II. At this time the emergency is terminated.

BPD- Airport Division

- 1. When BPD is notified of an aircraft experiencing difficulty, the officer on duty will make the following notifications and direct the following activities.
- 2. BPD will respond to Airfield Gate 2 to assist and escort Mutual Aid Agencies onto the airfield, until relieved by South Burlington Police Department.

Airport Operations

- 1. Upon notification of an aircraft difficulty, Airport Operations will respond to the approach end of the landing runway. Once in place they will monitor the Ground Control Frequency (121.9 MHZ) for aircraft status updates and await the arrival of VTANG ARFF.
- 2. Airport Operations will make appropriate notifications to the Initial Call List:
 - a. Director of Aviation
 - b. Director of Operations
 - c. Appropriate representative of aircraft operator.

3. In the event of an actual aircraft accident/incident Airport Operations will initiate the secondary calls list:
 - a. Director of Maintenance
 - b. Director of Administration
 - c. Director of Airport Planning
 - d. Operations Foreman
 - e. Operations Specialists
 - f. Vermont Division of Emergency Management
 - g. TSA
 - h. FAA Comm. Center
 - i. NTSB
 - j. FSDO
4. Following the initial incident, Airport Operations will verify that the following entities have been notified:
 - a. FBI
 - b. Mayor of Burlington
 - c. Red Cross
 - d. Medical Examiner
 - e. Coroner
 - f. Fletcher Allen Health Care
 - g. US Postal Service
5. Airport Operations is able to reopen the runway after these criteria are completed:
 - a. Runway inspection
 - b. ARFF Index "B" is met; verifying with Chief II that ARFF units are able to respond in the event of another emergency
 - i. If not, Airport Operations has to downgrade the index and notify the appropriate aircraft operators and regional airports division manager in adherence to FAR 139.319.
6. Airport Operations will contact the aircraft owner/operator for assistance if necessary.
7. Airport Operations will provide the media with basic information appropriate to the incident within the guidelines of the owner/operator and the Director of Aviation.

Preservation of Evidence

Airport fire fighters and other rescue personnel should understand the basic need for, and the techniques and procedure used, in aircraft accident investigation. Emergency first responders should adhere to the criteria contained in AC 150/5200-12, [Fire Department Responsibility in Protecting Evidence at the Scene of an Aircraft Accident](#).

Prior to removing the aircraft from the accident/incident scene, the FAA Comm. Center is called to provide information necessary to remove the damaged aircraft. If necessary, the wreckage shall remain undisturbed until the arrival of the first FSDO or NTSB accident investigator. Prior to aircraft removal, the NTSB or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary:

1. To remove persons injured or trapped;

2. To protect the wreckage from further damage; or
3. To protect the public from injury.

Before the damaged aircraft is removed, BTV will ensure appropriate sketches, descriptive notes, and photographs of the original position and condition of the wreckage and any significant impact marks are documented. (49 CFR part 831, [Accident/Incident Investigation Procedures](#).)

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following outlines what each organization or function on the airfield might be expected to perform in the case of an emergency.

Air carrier(s)/Aircraft operator(s)

6. Provide full details of aircraft related information, as appropriate, to include number of persons, fuel, and dangerous goods on board to EOC or ICC.
7. Coordinate transportation, accommodations, and other arrangements for uninjured passengers per individual airline policies.
8. Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the airport.
9. Prepare a public relations/media response for the general public.
10. Perform duties in accordance with the air carrier's Aviation Disaster Family Assistance Act plan.

Airport Management

1. Assume responsibility for overall response and recovery operations, as appropriate.
2. Establish, promulgate, coordinate, maintain, and implement the AEP, to include assignment of responsibilities.
3. Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users (NOTAMs).

Airport Tenants

1. Coordinate the use of their available equipment and supplies.
2. Coordinate the use of their manpower that may have knowledge of the airport, aircraft, and other technical knowledge.

Air Traffic Control

1. Contact ARFF service regarding aircraft incidents/accidents and provide them information relevant to the emergency while clearing all necessary emergency response equipment to the scene of the emergency/crash
2. Provide ARFF vehicle operators with information regarding the last known position of the accident aircraft, the best estimate of the accident.
3. Coordinate the movement of nonsupport aircraft away from any area on the airport, which may be involved in an emergency.
4. Coordinate the movement of support aircraft to/from the emergency scene.

5. Hold all incoming/outgoing aircraft away from the airport or accident site until notified by the Airport that limited or normal operations may be resumed.

Burlington Police Department, Airport Division

1. Take appropriate actions to assist the movement of emergency vehicles to/from the emergency/crash site.
2. Provide security for the crash site, temporary morgue, in addition to the AOA and SIDA.
3. Provide traffic and crowd control on the SIDA and AOA.
4. Gather data as well as photos of the crash/emergency site and the surrounding activities.
5. Manage law enforcement resources and direct law enforcement operations.

Clergy

1. Provide comfort to casualties and relatives. Clergy responsibilities should be made clear to avoid conflicts or duplication of effort from other providers of such services, such as the American Red Cross (ARC) or other arrangements made by the air carrier or the National Transportation Safety Board (NTSB) under the Aviation Disaster Family Assistance Act (ADFAA).

Communications Services

1. Identify and designate private and public service agencies, personnel, equipment, and facilities that can be used to augment the airport's communications capabilities.
2. Identify repair capability available under emergency conditions.
3. Coordinate and establish communications protocols, including frequency utilization, for use during emergency conditions.

Coroner

1. Coordinate and provide body identification and other investigative activities.

Emergency Medical Services

1. Coordinate overall planning, response, and recovery efforts with hospitals, EMS, fire and police departments, American Red Cross, Airport operator, etc. to ensure practicality and interoperability.
2. Provide onsite primary survey to injured individuals, administer casualty identification, and transport to on-site treatment area
3. Transfer patients to area hospitals as directed by the EMS Officer
4. Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, and any other immediately necessary medical care.

Environmental Agency (State or Local)

1. Provide response and recovery support for environmental and other hazardous material emergencies as defined by statute.

Explosive Ordnance Disposal/STLC Bomb Squad
Provide technical support for related situations.

Federal Aviation Administration

1. Certify and monitor the practices and procedures of the aviation industry.
2. Provide investigation services, when deemed necessary by the National Transportation Safety Board.

Federal Bureau of Investigation

1. Investigate any alleged or suspected activities that may involve federal criminal offenses (usually related to bomb threats, hijackings, hostages, and dignitaries).
2. Assumes command in response to certain hijack and other criminal situations.

Hazardous Materials Response Team

1. Provide response and recovery support for hazardous material emergencies as defined by statute.

Hospital(s)

1. Coordinate the hospital disaster plan with the airport and community EOP

Mental Health Agencies

1. Provide coordinated program for survivors, relatives, eyewitnesses and emergency response personnel for dealing with the possible long-term effects of the emergency.

Military/National Guard

1. VTANG and VTARNG will integrate and coordinate personnel, supplies, and equipment capabilities into the AEP.

Mutual Aid Agencies

1. Coordinate and integrate emergency services into the AEP through mutual aid agreements and Standard Operating Procedures (SOPs).

National Weather Service

1. Provide related technical support information in support of emergency response and recovery operations.
2. Assist with alert and warning processes, particularly with weather related emergencies.

National Transportation Safety Board

1. Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.

Postal Service

1. Ensure the security of the mails, protect postal property, and restore service.

Public Information/Media

1. Gather, coordinate and release factual information.

Public Works/Engineering

5. Manage public works resources and direct public works operations (e.g. road maintenance, debris/trash removal, etc.).
6. Coordinate with private sector utilities (e.g. power and gas) on shutdown and service restoration.
7. Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.

Red Cross

1. Coordinate and provide support services to victims, their families, and to emergency responders.

Search and Rescue/ Civil Air Patrol

1. Coordinate and provide search and rescue services as needed, usually for off-airport aircraft emergencies.

South Burlington Police Department

1. Assist in off Airport traffic and crowd control.
2. Provide general assistance/aid/security as directed by the Airport-on-Site Commander or Burlington Police Department Airport Division.

TSA

1. Maintain security at all checkpoints.
2. If necessary, assist law enforcement as directed under the direction of the Burlington Police Department.

U.S. Coast Guard

1. Provide primary rescue and other support services in the event an accident requires operations to take place in or around the Champlain valley.
2. Coordinate their services with other mutual aid rescue services.

Vermont Emergency Management

1. Coordinate local EOP(s) with the AEP
2. Consider role airport may have in support of state or regional defense or disaster response plans

VTANG ARFF

1. Proceed to the site of the emergency/crash with all necessary and available emergency response vehicles in order to manage and direct firefighting and rescue operations
2. Establish/maintain radio contact with ATC and the Airport for updates
3. In charge of rescue operations and initialization of actions to save lives and protect property

ADMINISTRATION AND LOGISTICS

The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES AND REFERENCES

Please refer to Appendix “C”

Please refer to Appendix “H”

B. STURCTURAL FIRES/FUEL FARM & FUEL STORAGE AREAS

INTRODUCTION

PURPOSE

1. The information contained in this Hazard-Specific section defines responsibilities and actions to be taken in the event of a structural fire.

Definitions

1. Structural Fire
 - a. A structural fire will be defined as any fire that is non-aircraft related, structural in nature and situated on airport property.

SITUATION AND ASSUMPTIONS

1. The contact list is located in the back of this hazard section.
2. Activation of the EOC is left to the discretion of the IC.
3. A structural or fuel farm fire may occur on Airport property and include one or more buildings.
4. Regardless of the primary responding agency, procedures for fires are basically the same.
5. In the event of an actual fire and the alarm system fails to notify emergency responders, dial 911 immediately.
6. The Airport's water supply system is maintained by the City of South Burlington. The grid map, located in Appendix "A", will include fire hydrant locations throughout the airport.
7. All buildings on BTV are accessible by normal roads or airport non-movement areas.

OPERATIONS

FUEL FARM FIRES

1. Fuel farm fires may occur on the Airport and are the primary responsibility of VTANG ARFF.
2. Secondary responsibility falls under South Burlington Fire Department.
3. The fuel farms are located at Atlantic Aviation and Heritage Aviation.
4. Reference grid map in Appendix "A" for locations.

STRUCTURAL FIRE

1. Procedures for all structural fires, regardless of location, will be the primary responsibility of the South Burlington Fire Department.
2. Secondary responsibility falls under VTANG ARFF.

3. Automatic fire alarm systems are in place in structural facilities on airport property. Each fire alarm monitoring company alerts the local fire authorities in the event of an emergency.
4. Most corporate hangars are equipped with a foam cannon fire suppression system. In the event of a fire, these will activate and fill the hangars with water and foam in a matter of seconds.

ACTIVATION OF THE EOC

1. The EOC is located in the Airport Operations Office. The EOC facilitates policy-making in coordination with the VTANG's ARFF on-scene ICC. The ICC would be placed in a suitable location per the incident commander and in conjunction with the EOC would coordinate and control of multi-jurisdictional forces required in a large-scale disaster or emergency. All direction and control activities would be handled from ICC and in the event that primary EOC was not available the Heritage Flight FBO would be the secondary.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

South Burlington Fire Department

1. Respond with units and engage fire suppression at all airport structural facilities.
2. Engage mutual aid as needed.
3. Determine the need to evacuate or other public protective action for the occupants of any facility in the vicinity of the fire.
4. Notify Airport Operations when scene is secure.
5. Inspect the involved buildings or facilities for safety of occupancy.

VTANG ARFF

1. Respond with units and engage fire suppression for all fuel farm fires.
2. Engage mutual aid as needed.
3. Determine the need to evacuate or other public protective action for the occupants of any facility in the vicinity of the fire.
4. Notify Airport Operations when scene is secure.

Airport Operations

1. Airport Operations will make appropriate notifications to the Initial Call List.
 - a. Also notify all affected parties not listed.
2. Aid in the evacuation process when directed by the primary responder.
3. Coordinate response activities with airport tenants and local jurisdiction as needed.
4. Coordinate or provide news releases and other interface with the media as needed.
5. Airport Operations will determine the need to close taxiways, runways, or the need to reduce Index due to the involvement of ARFF operations.

BPD

1. Provide crowd and traffic control as needed.
2. Provide continued law enforcement and security services on the airport as needed including those prescribed in the ASP.
3. Respond to designated Airfield Gate if mutual aid needs access to the airfield.

SBPD

1. SBPD directs off airport traffic and maintains clear access to airport gates for fire fighting/rescue equipment.

ATCT

1. ATCT will provide necessary air and ground traffic control support for emergency response activities.
2. Issue appropriate NOTAMS if issued by Airport personnel.
3. If involved in a fire emergency, ATCT will inspect FAA owned, operated, maintained facilities for damage and/or operability.

BIA Maintenance

1. Personnel may be recalled, if necessary, during non-duty periods.
2. May provide escorts, critical services (utility support, etc), and other assistance as needed.
3. Assist in facility restoration.

EVACUATION PLAN

All FBOs and corporate tenants will have individualized evacuation plans. Refer to the specific plan for further instruction. For scenarios relating to the terminal, refer to Airport Operation's evacuation plan in Appendix "B".

ADMINISTRATION AND LOGISTICS

The Airport Administration will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES AND REFERENCES

Please refer to:

Appendix "C"
Appendix "E"
Appendix "B"
Appendix "A"

C. NATURAL DISASTERS-HIGH WINDS/TORNADO

INTRODUCTION

PURPOSE

The information contained in this Hazard-Specific section defines responsibilities and actions to be taken in the event of high winds or a tornado.

Severe weather will include any events classified as Thunderstorms or Tornadoes. Thunderstorms typically produce heavy rain for a brief period, anywhere from 30 minutes to an hour. The main concerns during a thunderstorm are lighting, high winds, and hail. A thunderstorm is considered severe if it produces hail at least three-quarters of an inch in diameter, has winds of 58mph or higher, or produces a tornado. Tornadoes are very destructive and can produce winds from 100 to 300 mph.

Definition

1. Severe Thunderstorm Watch:
 - a. Conditions are favorable for severe thunderstorms, frequent lightning, hail, and high winds to develop in the area.
2. Severe Thunderstorm Warning:
 - a. Severe thunderstorms containing most, or all of the above-mentioned elements have been spotted and are occurring. Wind speed and direction of travel are usually given.
3. Tornado Watch:
 - a. Tornadoes are possible in the area.
4. Tornado Warning:

SITUATION AND ASSUMPTIONS

1. The contact list is located in the back of this hazard section.
2. Activation of the EOC is left to the discretion of the IC.
3. The NWS, here at BTV, implements a warning system at the airport.
4. When lightning is reported within the vicinity of the airport, all fuelers are advised to cease operations.

OPERATIONS

The National Weather Service's Burlington, Vermont, office is located within the terminal building at the Burlington International Airport. The Airport Operations Department relies on the NWS to notify them of impending natural disasters. Based on this information, the Director of Operations works with the Assistant Director of Maintenance to determine whether or not maintenance workers and electricians should be placed on-call or re-called to the Airport before, during or after the natural disaster. It is the responsibility of the Airport Operations Department to notify tenants of impending natural disasters and update them as needed during a natural disaster.

The EOC is activated if the natural disaster becomes life threatening.

ORGANIZATION AND RESPONSIBILITIES

Airport Operations

1. Maintain continuous weather watch during all periods of inclement weather utilizing:
 - a. N.O.A.A. and NWS Services.
 - b. FSS and ATCT when available
 - c. Atmospheric sensors measuring air temperature, dew point, wind direction, wind velocity, and precipitation.
2. Keep key airport personnel, ATCT, fueling operations, and airport tenants advised of severe weather forecasts, updates, and alerts via either:
 - a. Telephone
 - b. Two way radio
 - c. Email Advisories
3. In the event of a severe weather watch, the following steps should be taken in order to prevent or minimize damage to aircraft during tornadoes and thunderstorms
 - a. Activate initial call list, as applicable.
 - i. The contact list for all tenants and key personnel can be found in Appendix "E"
4. Advise tenants of lightning within the vicinity of the airport.
5. Check main ramp, FBO ramps, valley west ramp, and the valley ramp airplane tie-downs to make certain they are as secure as they can be.
6. Check main ramp, FBO ramps, and the valley ramp to ensure that all doors are closed and latched down.
7. Take quick survey of any airport equipment or materials that can be blown about or damaged by hail or windborne objects. These items should be secured inside a building or structure or adequately covered and secured.
8. Airport grounds should be cleared of litter and other objects.
9. All electrical equipment not in use should be stored or grounded.
10. All fueling operations at fuel farms shall cease during thunderstorms.
11. Monitor the grounds for damage.
12. File Accident Report Form if damage noted.
13. If significant damage has occurred, the Airport engineer shall be contacted and conduct a structure integrity assessment
14. Once the severe weather alert/actual event has passed, Airport Operations should notify all affected parties of the 'all clear'.

All other affected parties should follow their own SOPS.

ADMINISTRATION AND LOGISTICS

1. The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the

Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES AND REFERENCES

Please refer to:

Appendix "C"

Appendix "E"

Appendix "B"

D. HAZARDOUS MATERIAL/DANGEROUS GOODS INCIDENT

INTRODUCTION

PURPOSE

The information contained in this Hazard-Specific section defines responsibilities and actions to be taken in the event of a hazardous material incident.

Definitions

Hazardous Materials: Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials. Includes those substances defined as "dangerous goods".

SITUATIONS AND ASSUMPTIONS

1. Locations of possible hazardous material is listed below and can be referenced in the grid map in appendix "A".
 - a. Airport Maintenance Facility
 - b. FBOs
 - c. FedEx
 - d. UPS
 - e. VTANG
 - f. VTARNG
2. The contact list is located in the back of this hazard section in appendix "E".
3. Activation of the EOC is left to the discretion of the IC.
4. **To prevent further contamination, all exposed individuals must remain in a controlled environment until clear by IC.**

OPERATIONS

HAZMAT Incident (In-flight aircraft)

1. If an (carrying HAZMAT) experiences technical difficulties, it is the PIC's responsibility to notify ATCT of the amount and type of HAZMAT.
 - a. Following notification, ATCT will activate the Crash Net, describing the HAZMAT and all other information prevalent to an aircraft emergency.
 - b. Any information received by the Airport concerning potential or actual hazardous material including chemical, biological, or radiological material on the airport, shall be immediately reported to the Director of Operations or his or her representative, VTANG ARFF, TSA and Burlington ATC.
VTANG IC will contact appropriate agencies to deal with any above incidents.
 - c. Upon landing, the aircraft shall NOT be allowed to taxi to the ramp or terminal. Rather, ATCT will direct the aircraft to park on Taxiway Bravo, 100 feet east of runway 1/19.

- i. The aircraft will remain there until the proper city and/or state organizations have given the all clear signal.
- ii. Runways and taxiways will be closed as necessary to implement this plan.
- iii. DOA will contact Vermont Waste Management Division if directed by the IC.
- iv. No other aircraft or vehicle

HAZMAT Incident (On-ground aircraft)

- 1. If an aircraft is on the ground and has been exposed to HAZMAT, the aircraft shall remain at its present ramp, terminal area, or holding position. The effected aircraft shall immediately notify Airport Operations or ATCT. Airport or ATCT will then notify VTANG ARFF.
- 2. Under NO circumstance shall the aircraft be moved unless directed by VTANG ARFF.
- 3. No aircraft, vehicles, or personnel are allowed within the vicinity of the effected aircraft to prevent further contamination.

HAZMAT Incident (Non-aircraft related)

- 1. If an individual should come across a HAZMAT incident on Airport property, he or she will notify Airport Operations immediately. Airport Operations will then notify VTANG ARFF.
- 2. Under NO circumstance shall the material be moved unless directed by the VTANG ARFF.
- 3. Emergency Hazardous Materials Spill Reporting: any hazardous waste spill exceeding 2 gallons must be reported to the following entities immediately:
 - a. Vermont Waste Management Division: (802) 241- 3888 (Monday through Friday, 7:45a.m. to 4:30 p.m.).
 - b. Vermont Department of Public Safety, Emergency Management Division: 1- (800) 641-5005 (24 hour).
 - c. Environmental Protection Services: (802) 862-1212
 - d. If a spill occurs during transportation the following agency shall be notified per CFR 49 & 171.15: National Response Center at (800) 424-8802 or (202) 426-2675

HAZMAT Incident (Military Aircraft)

- 1. Military aircraft accidents and incidents are the responsibility of the military as far as clean up and removal of the aircraft. In the case of hazardous materials carried aboard an aircraft, the military command to which the aircraft is attached will also have ultimate responsibility to remove the hazardous materials or weapons and clean up any exposure resulting from the incident.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Incident Commander

1. Only the IC shall have the authority to declare an area clean and safe after an incident. Once an "All Clear" has been issued, notifications will be made to all previously notified personnel and agencies notifying them of the termination of the incident.

VTANG ARFF

1. Direct crews and responders from entering the contaminated area.
2. Responders should use caution and approach from an upwind direction.
3. Assume total control of the area and incident until relieved by appropriate officials or until the incident has terminated.

Airport Operations

1. Contact ATCT to ensure aircraft are not allowed through the area.
2. Contact airport tenants and advise them to keep their personnel clear of the area.
3. Activate the initial call list
 - a. Notify appropriate outside agencies for assistance if necessary.
 - i. Vermont Waste Management
 - ii. Environmental Protection Services

BPD

1. Initiate an immediate and complete security perimeter around the site, cordoning off the area from entry by anyone other than absolutely necessary personnel or vehicles.
2. Escort emergency response teams from the airport perimeter gates to the incident site.

ADMINISTRATION AND LOGISTICS

The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES AND REFERENCES

Please refer to:

Appendix "C"

Appendix "E"

E. FUEL SPILL

INTRODUCTION

PURPOSE

2. The information contained in this Hazard-Specific section defines responsibilities and actions to be taken in the event of a fuel spill.

Definitions

2. Fuel Spill
 - a. A fuel spill will be defined as any spill that is aircraft or non-aircraft related and situated on airport property.

SITUATION AND ASSUMPTIONS

8. The contact list is located in the back of this hazard section.
9. Activation of the EOC is left to the discretion of the IC.
10. A fuel spill may occur on Airport property and include one or more buildings.
11. Regardless of the primary responding agency, procedures for fuel spills are basically the same.
12. In the event of a fire and the alarm system fails to notify emergency responders, dial 911 immediately.
13. The Airport's water supply system is maintained by the City of South Burlington. The grid map, located in **Appendix "A"**, will include fire hydrant locations throughout the airport.
14. All buildings on BIA are accessible by normal roads or airport non-movement areas.
15. A list of qualified fueling agents/personnel is kept on file at both FBOs (per NFPA 407).
16. Both FBO fuel farms are equipped with multiple "EMERGENCY FUEL FARM SHUT OFF" signs.
 - a. Each farm is equipped with an emergency fuel shut off switch located 25ft away from farm with signage 7ft high, having letters at least 2 inches high, red with white back ground and reading "EMERGENCY FUEL SHUTOFF PUSH" (per NFPA 407).
 - b. Each farm fueling station is equipped with signage 7ft high, having letters at least 2 inches high, red with white back ground and reading "EMERGENCY FUEL SHUTOFF" with arrow (per NFPA 407).
 - c. Every fuel farm holding tank is equipped with an audible over fill alarm that are checked monthly.
17. Atlantic Aviation has a fuel farm consisting of the following:
 - a. 3 above ground tanks consisting of 25,000 gal. AVGAS/JET-A
 - b. 1 below ground tank consisting of 12,000 gal. 100 Low Lead
18. Atlantic Aviation has fuel trucks with the following capacity:
 - a. 3 trucks with a capacity of 5,000 gal. AVGAS/JET-A

- b. 1 truck with a capacity of 3,000 gal. AVGAS/JET-A
 - c. 1 truck with a capacity of 1,000 gal. 100 Low Lead
- 19. Heritage Aviation has a fuel farm consisting of the following:
 - a. 3 above ground tanks consisting of 25,000 gal. AVGAS/JET-A
 - b. 1 above ground tank consisting of 25,000 gal. 100 Low Lead
- 20. Heritage Aviation has fuel trucks with the following capacity:
 - a. 1 truck with a capacity of 5,000 gal. AVGAS/JET-A
 - b. 1 truck with a capacity of 3,000 gal. AVGAS/JET-A
 - c. 1 truck with a capacity of 1,000 gal. 100 Low Lead

OPERATIONS

FUEL SPILL

- 5. Fuel fire or spill may occur on the Airport and is the primary responsibility of VTANG ARFF.
- 6. Secondary responsibility falls under South Burlington Fire Department.
- 7. The fuel farms are located at Atlantic Aviation and Heritage Aviation.
- 8. Reference grid map in Appendix “A” for locations.
- 9. Emergency Hazardous Materials Spill Reporting: any hazardous waste spill exceeding 2 gallons must be reported to the following entities immediately:
 - e. Vermont Waste Management Division: (802) 241- 3888 (Monday through Friday, 7:45a.m. to 4:30 p.m.).
 - f. Vermont Department of Public Safety, Emergency Management Division: 1- (800) 641-5005 (24 hour).
 - g. Environmental Protection Services: (802) 862-1212
 - h. If a spill occurs during transportation the following agency shall be notified per CFR 49 & 171.15: National Response Center at (800) 424-8802 or (202) 426-2675

STRUCTURAL FIRE (if applicable see Hazard Specific section C. Structural Fires)

- 5. Procedures for all structural fires, regardless of location, will be the primary responsibility of the South Burlington Fire Department.
- 6. Secondary responsibility falls under VTANG ARFF.
- 7. Automatic fire alarm systems are in place in structural facilities on airport property. Each fire alarm monitoring company alerts the local fire authorities in the event of an emergency.
- 8. Most corporate hangars are equipped with a foam cannon fire suppression system. In the event of a fire, these will activate and fill the hangars with water and foam in a matter of seconds.

ACTIVATION OF THE EOC

- 2. The EOC is located in the Airport Operations Office. The EOC facilitates policy-making in coordination with the VTANG’s ARFF on-scene ICC. The ICC would be placed in a suitable location per the incident commander and in conjunction with the EOC would coordinate and control of multi-jurisdictional forces required in a large-

scale disaster or emergency. All direction and control activities would be handled from ICC and in the event that primary EOC was not available the Heritage Flight FBO would be the secondary.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

South Burlington Fire Department

6. Respond with units and engage fire suppression at all airport structural facilities.
7. Engage mutual aid as needed.
8. Determine the need to evacuate or other public protective action for the occupants of any facility in the vicinity of the fire.
9. Notify Airport Operations when scene is secure.
10. Inspect the involved buildings or facilities for safety of occupancy.

VTANG ARFF

5. Respond with units and engage fire suppression for all fuel farm fires.
6. Respond with units and oversee any fuel spill clean up over 2 gallons.
7. Engage mutual aid as needed.
8. Determine the need to evacuate or other public protective action for the occupants of any facility in the vicinity of the fire.
9. Notify Airport Operations when scene is secure.

Airport Operations

6. Airport Operations will make appropriate notifications to the Initial Call List.
 - b. Also notify all affected parties not listed.
7. Aid in the evacuation process when directed by the primary responder (if applicable).
8. Coordinate response activities with airport tenants and local jurisdiction as needed.
9. Coordinate or provide news releases and other interface with the media as needed.
10. Airport Operations will determine the need to close taxiways, runways, or the need to reduce Index due to the involvement of ARFF operations.

FBOs

1. Shall notify Airport Operations if a fuel spill occurs.
2. Shall keep a list of trained personnel for proper fuel spill and containment (per NFPA 407).
3. Shall keep fuel spill kits on hand and stocked accordingly with the following:
 - a. Disposable HAZMAT suits, boots, gloves and goggles.
 - b. Fuel absorbent pads.
4. Are ultimately responsible for the clean up and cost of a fuel spill.

BPD

4. Provide crowd and traffic control as needed.
5. Provide continued law enforcement and security services on the airport as needed including those prescribed in the ASP.
6. Respond to designated Airfield Gate if mutual aid needs access to the airfield.

SBPD

2. SBPD directs off airport traffic and maintains clear access to airport gates for fire fighting/rescue equipment.

ATC

1. Direct all aircraft away from affected spill area if applicable per VTANG ARFF.

BIA Maintenance

4. Personnel may be recalled, if necessary, during non-duty periods.
5. May provide escorts, critical services (utility support, etc), and other assistance as needed.
6. Assist in facility restoration.

EVACUATION PLAN

All FBOs and corporate tenants will have individualized evacuation plans. Refer to the specific plan for further instruction. For scenarios relating to the terminal, refer to Airport Operation's evacuation plan in Appendix "B".

ADMINISTRATION AND LOGISTICS

The Airport Administration will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES AND REFERENCES

Please refer to:

Appendix "A"

Appendix "B"

Appendix "C"

Appendix "E"

F. AIRFIELD POWER FAILURE

INTRODUCTION

PURPOSE

The purpose of this section is to define procedures used by the Burlington International Airport in the event of a power failure for the movement area lighting.

SITUATION AND ASSUMPTIONS

1. Electrical power for runway and taxiway lighting is supplied to the airport from one system provided by Burlington Electric Department.
2. Below is a list of BTV Emergency Power Systems

Location	Primary Power System	Secondary Power System	Secondary Fuel Source	Preventative Maintenance/ Testing Schedule	General Info
Terminal	Burlington Electric	2 Generators	Natural Gas	Every month/ annually	
Garage	Burlington Electric	2 Generators	Natural Gas	Every month/ annually	
Airfield Lighting/Vault	Burlington Electric	1 Generator	550 gallon diesel tank	Every month/ annually	Supply will last for a minimum of five days
Maintenance	Burlington Electric	1 Generator	250 gallon diesel tank	Every month/ annually	
FAA Navaids	Green Mountain Power	Battery		Every month/annually	Supply will last for a minimum of five hours
FAA Tower	Green Mountain Power	1 Generator	1,000 gallon diesel tank	Every month/annually	Supply will last for a minimum of 5 days

3. Refer to the grid map Appendix “C” for locations.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Airport Operations

1. Activate initial call list, as needed.
2. Issue appropriate NOTAMs

ADMINISTRATION AND LOGISTICS

The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own

record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES AND REFERENCES

Please refer to:

Appendix "C"

Appendix "E"

G. WATER RESCUE

INTRODUCTION

PURPOSE

The information contained in this Hazard-Specific section defines responsibilities and actions to be taken in the event of a water rescue. Significant bodies of water addressed in this AEP include: Lake Champlain, Winooski River, and wetlands adjacent to the BIA.

Definitions

Significant Bodies of Water: An area which exceeds $\frac{1}{4}$ square miles, lies within at least 2 miles of the end of an airport runway, and cannot transverse by conventional land rescue vehicles.

SITUATION AND ASSUMPTIONS

1. BIA will play a supporting role in the search and rescue efforts concerning a water rescue of an aircraft accident/incident.
2. Information about significant bodies of water
 - a. Lake Champion:
 - i. Max Width = 12 miles
 - ii. Max Length = 110 miles
 - iii. Service Area = 440 square miles
 - iv. Average Depth = 64 feet
 - v. Max Depth = 400 feet
 - vi. Within three miles of the approach end of Runway 35
 - b. Winooski River
 - i. Length = 90 miles
 - ii. Range of Width = 250 feet
 - iii. Average Depth = 2-24 feet
 - iv. Within 2,000 feet of the approach end of Runway 15

OPERATIONS

Lake Champlain

With the proximity of Lake Champlain to BTV, a water rescue may be required for an aircraft incident or accident. Air carriers turn base to final for Runway 15 over Lake Champlain. In the event of a water landing, the U.S. Coast Guard coordinates water rescue. In addition to their own equipment, there are other resources from the State Police, Lake Champlain Transportation (ferry company) and private boat owners. In the event of a water landing, ATCT will activate the crash net and contact the U.S. Coast Guard.

Winooski River and adjacent wetlands.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

AIRPORT OPERATIONS

1. Contact the U.S. Coast Guard with an incident regarding Lake Champlain.
2. Offer Aviation/Aircraft guidance on procedures for safely securing an aircraft after an accident/incident for those agencies unfamiliar with these types of accidents/incidents.
3. Assist in contacting the FAA, FSDO, or NTSB to inform them of the situation and request a representative from these agencies on site.
4. Issue applicable NOTAMs concerning the airport, which is in close proximity of the accident/incident site.
5. Assist all other responding agencies in the search and rescue efforts.

COAST GUARD

1. Will respond to, and coordinate, all water rescues on Lake Champlain.

ATCT

1. Activate crash net and provide pertinent information.

ADMINISTRATION AND LOGISTICS

The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

Reference the plan development and maintenance section in the basic plan.

AUTHORITIES AND REFERENCES

Please refer to:

Appendix "C"

Appendix "E"

H. CROWD CONTROL

INTRODUCTION

PURPOSE

The purpose of this section is to define procedures used by the Burlington International Airport in a situation where crowd control is necessary.

SITUATION AND ASSUMPTIONS

1. BPD is the primary responder for crowd control incidents on airport property.
2. Nature of assembly: the purpose and mental attitude of the assembly may vary considerably. The arrival or departure of popular public figures may attract crowds who will, in most cases, be good-natured and easily controlled. The arrival or departure of more controversial persons may draw groups that are hostile and prone to disorderly conduct.
3. The activation of the EOC is dependent upon the discretion of the IC.
4. BPD has the jurisdiction to call for outside mutual aid.
5. TSA may be called upon to aid with crowd control, at the request of BPD.
6. BIA has the equipment available to construct physical barriers.

OPERATIONS

Crowd Control to prevent interference with airside or landside operations, is vested in the Burlington Police, Airport Division. If required, however, they may draw upon the South Burlington Police Department, Vermont State Police and Federal forces. The BPD, Airport Division officer-in-charge will delegate areas of responsibility. Plans are formulated among all agencies before the gathering of known crowds. Spontaneous collection of people will be reported to and controlled by BPD Airport Division.

The following agencies will be responsible for crowd control and safe passage of emergency vehicles:

1. Primary
 - a. Burlington Police Department
2. Secondary
 - a. SBPD
 - b. Vermont State Police
 - c. Chittenden County Sheriff's Department

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Burlington Police Department

1. Will implement crowd control measures, as necessary, to ensure adequate crowd control procedures.

2. May place physical barriers to define a perimeter around the designated area.
3. May cordon off any area where the uninjured, relatives, and Airport personnel are converging.

South Burlington Police Department

1. Responsible for keeping surrounding roadways clear of traffic to facilitate the movement of responding vehicles.

ADMINISTRATION AND LOGISTICS

The Airport Fiscal Management Department will be responsible for all Airport resource procurement and record keeping. All other agencies supporting the Burlington International Airport during a major disaster/emergency will be responsible for their own record keeping and resources procurement unless they request such assistance from the Airport. Additional resources may be obtained through other city departments in conjunction with the City of Burlington's emergency plan.

PLAN DEVELOPMENT AND MAINTENANCE

The Director of Airport Operations is responsible for coordinating revisions of Aircraft Incident/Accident specific statutes, regulations, Etc., applicable to the airport.

AUTHORITIES AND REFERENCES

Please refer to:

Appendix "C"

Appendix "E"

Appendix “A”

BTV Grid Map

Appendix “B”

BTV Terminal Evacuation Plan

Burlington International Airport

Terminal Evacuation Plan

February 18, 2010

FIRE ALARM

1. **Notification**-When the fire alarm sounds the terminal must be evacuated.
 - a. If you see smoke or flames call 911 once you are safe. This is the fastest way to get information to the fire department.
 - b. If you can fight the fire safely then do so. Example, a toaster fire could be easily extinguished with a fire extinguisher.
 - c. Activate your company evacuation plan.
2. **Evacuation Routes and Rally Points**- If there is a threat blocking one of the designated evacuation routes use the closest alternate exit and proceed to the closest rally point.

Employees who evacuate onto the ramp should try to form a human chain by remaining in sight of other employees to help guide the public away from the danger in the terminal and to keep the public away from running aircraft and Taxiway A.

The following are the designated evacuation routes for each section of the terminal:

- a. **Main Terminal**- Occupants in the basement and Public Areas of the 2nd and 3rd floors should use the nearest stairway to get to the 1st (Main) floor.
 - i. The Main floor south of but not including the car rental counters will evacuate through the front of the terminal and follow the sidewalk to Building 6. When Building 6 reaches capacity proceed to the Atlantic North Hangar.
 - ii. The Main floor from the car rentals north will evacuate through the front of the terminal and follow the sidewalk to Park and Shuttle.
- b. **South Concourse**- The South Concourse has a fire door that separates Gates 11-15 from Gate 9 and the security checkpoint.
 - i. The South Concourse area of Gates 11-15, the coffee shop, gift shop and restrooms will evacuate through Gates 12 and 14 and cross the ramp to Building 6. When Building 6 reaches capacity proceed to the Atlantic North Hangar.
 - ii. The South Concourse area of Gate 9 and the security checkpoint will evacuate through the front of the terminal and proceed to Building 6. When Building 6 reaches capacity proceed to the Atlantic North Hangar.

- c. **North Concourse-** The North Concourse has a fire door that separates Gates 7-8, the security checkpoint and the restrooms from Gates 1-6, the coffee shop and the gift shop. Gate 1 can only be opened by someone with a Secured Area badge with access to that door.
 - i. The North Concourse area of Gates 7-8, the security checkpoint and the restrooms should evacuate thru the security checkpoint to the public area, then to the first floor and out the front doors to Building 6. When Building 6 reaches capacity proceed to the Atlantic North Hangar. If the security checkpoint way is blocked then evacuate through Gate 7 or Gate 8 to the ramp and then proceed north to the FAA parking lot. From the FAA parking lot proceed to Park and Shuttle.
 - ii. The North Concourse area of Gates 1-6 will evacuate through the public exit or the stair tower between Gates 3 and 5, proceed to the first floor or the ramp. If on the ramp proceed north to the FAA parking lot and then to Park and Shuttle. If on the first floor, exit the terminal and proceed to Park and Shuttle.
- d. **Persons with Mobile Impairments-** When the fire alarm sounds the elevators will be inoperable. Occupants on the second floor should use the closest skywalk to exit the terminal to the parking garage and use the parking garage elevators to gain access to the main level. From the main level at the south end of the garage proceed to Building 6. From the main level at the north end of the garage proceed north to Park and Shuttle.

If the elevators in the parking garage are inoperable remain close to the stairs in the elevator vestibules. The fire department will be notified that this is a place of refuge for occupants unable to use the stairs.

Note: The fire doors on the south skywalk operate on a 10 second delay. You will need to depress the push-bar and hold it for 10 seconds before the doors will open.

- 3. **Public Assistance-** All employees are asked to assist members of the public within earshot by loudly and calmly saying something along the lines of, "The terminal is being evacuated. Please follow me. Please don't run." "Le terminus est évacué. Suivez-moi s'il vous plaît. Ne courez pas s'il vous plaît ."
- a. **If practical, the public should take their belongings with them.**
 - b. **Airport Operations and Airport Police have overall responsibility for evacuating public spaces.**
- 4. **Accountability-** Each manager or their designee will determine if all of their employees are accounted for and report this information to a designated Airport employee by phone or in person.
 - a. The first employee on site at each rally point (Bldg. 6, Atlantic's North Hangar, Park & Shuttle) will be responsible for collecting accountability

information and reporting it to the Incident Commander, until relieved by Airport Operations or their designee.

5. In the event of inclement weather, per an MOU between BPD and CCTA, evacuees will be transported by CCTA bus to either the Chamberlain School on White St. or the University Mall on Dorset St.
6. **Return to Normal Operations**-No one will re-enter the building until given the "All Clear" by the SBFD. The fire department may silence the fire alarm in the course of their work but this is not a sign that it is safe to enter the building.
 - a. Once given the "All Clear" employees should enter the building first and then the public through the front terminal doors. Some employees should stay with the public to assist with crowd control.
 - b. Airport Operations will sweep the aprons for any stray members of the public.
 - c. Employees and flight crews needing access to the Sterile Areas will be re-screened first.
 - d. BPD will assist with crowd control as able.

Appendix “C”

Authorities and References

Appendix “D”

BTV Resources

Appendix “E”

BTV Emergency Contact List

Appendix “F”

Accident/ Incident Report Form

Appendix “G”

Bomb Threat Checklist

Appendix “H”

BTV Phase Dispatch Matrix

Appendix “I”

Media Guide To Airport Emergencies



Media Guide to Airport Emergencies 2010

HISTORY

Dare to dream the impossible. Who can stare into the horizon, see through clouds and have the nerve to test the impossible and create a future of something so big it will consume all of mankind for generations to come. On December 17, 1903 two brothers did just that. When Wilbur and Orville took that first 12 second glide through the air, they conquered the impossible. This day is as significant as inventing the wheel, from now on we lived in a world where man can fly.

Vermont saw its first aircraft land in St. Johnsbury in 1910. By 1919 the aviation craze was on the rise. An aviation enthusiast Mason Beebe flew a Curtiss Flying Boat into Burlington harbor to generate enthusiasm for aviation. Judging by the turnout it was clear that Burlington needed its own landing strip. On July 3, 1919 Mason Beebe, John Burs, and Jim Taylor traveled down Williston Rd and chose a 71.55-acre cornfield as the location for a new airstrip. The group leased the land for \$100 per year and the Burlington city street department cleared the land, smoothed the field and kept up on the maintenance. On August 14, 1920 a British Averro landed becoming the first aircraft operation to utilize the field. From here on out the airport was heavily used and on September 3, 1928 Burlington was listed with the Aeronautical Chamber of Commerce for use by commercial aircraft. Vermont's Municipal Airport was born.

During the 1930's the airport grew faster than anyone could keep up with. Harold Pugh became the airport manager. Herold oversaw everything. A new administration building, lengthen and paving the 2 runways, building a wooden hanger, teletype communications, lighted airways, the radio beam, lighting on the airfield, Obstruction lights, markers, and wind indicators, while accommodating Boston-Maine/Central Vermont Airways and Canadian Colonial, the first two official passenger airlines to operate in Burlington. Herold started his own flight school and within three months of it opening he had 42 students.

The first route from Burlington ended in Boston with stops in Montpelier, White River Junct, Concord, and Manchester. In 1934 Burlington was designated an Airport of Entry (AOE). This meant that pilots could clear customs and Montreal would soon be

added to the line. Customs and immigration was originally located on Main Street in downtown Burlington and a customs officer would have to drive to the airport if someone landed and needed to clear customs. In 1939 Burlington had another quick growth spurt. The administration building was expanded to house Customs and a small waiting area with a pilots lounge. The runway had been lengthened again and paved, boundary approach lights and a beacon were in place, and a radio range station were all operational. This facility supported local general aviation as well as 2 airlines moving 13,000 passengers per year. Burlington was officially rated a category A-2-A airport meaning it was suitable for all large transport aircraft.

After the attack on Pearl Harbor the government established a defense zone which extended 150 miles inland from the coast. Because Burlington was located just outside the defense zone many student pilots and businesses moved to Burlington the continue operations. Even Northeast Airlines, located in Boston at the time, moved operations to Burlington the get around the defense zone. Harold's flight training program now consisted of more than 100 students and he was averaging 4 to 6 landings an hour for every 24 hour period. During this time Burlington became the busiest airport in the country. On August 14, 1942 Burlington broke the world record with 662 landings, with an average of 500 landings per day for 2 weeks. On February 11, 1943 there were 793 landings. At the busiest part of this day there was a plane landing every 20 seconds.

During the 1940's Burlington continued to grow and new agencies were being formed to support aviation. Air Traffic Control started in Burlington the 1942 and was run by the CAA (Civil Aeronautics Administration) 24 hours a day. ATC handled as many as 1,300 operations daily. In 1942 Fredrick W. Shepardson "Fritz" organized the Civil Air Patrol which quickly had over 150 Vermonters enlisted.

1946-1955 was the great Post-War Expansion for Burlington. During 1946 Burlington was awarded the third busiest AOE after Miami and New York. Hugh Finnegan became the first full time airport manager and was the first to operate the airport turning a profit. July 1, 1946 the Vermont Air National Guard (VTANG) was formed. The airport and VTANG quickly became partners of sorts. The Air Guard assisted with maintenance, snow removal, and handled aircraft rescue and fire fighting (ARFF). They built 2 new hangers and extended the runway making Burlington the only jet accessible airport in Vermont.

Technology was advancing fast. The Federal Aviation Administration (FAA) replaced the CAA in July 1958. This brought new equipment for Air Traffic Control. The tower could now control 100 miles out and up to an altitude of 30,000 feet. Aircraft could fly faster and longer than ever before. The airlines were expanding exponentially and so were the passengers. By the end of the 1960's Burlington had 100,000 passengers per year and 150,000 by mid 70's. It had been 15 years now since commercial flights started flying in to Burlington so for the celebration the airports name was officially changed to Burlington International Airport. With all this growth it was clear that Burlington needed a new terminal. On May 11, 1971 Burlington voters approved a \$1.25 Million bond for a new 40,000-sq/ft terminal. This terminal opened October 7, 1973. The 1970's were hard on major airlines. Mohawk pilot strike killed the airline and forced a merger with Allegheny while North Eastern merged with Delta. There were also a few commuter airlines that started springing up creating many more destinations and choices regarding travel from BTV. In 1971 Montair opened in the North ramp where the Army

National Guard had been operating. This facility housed a flight school, charter services, Maintenance shop, fuel service, as well as a Cessna and Grumman dealership. The Army National Guard moved to the south side of the field into the 890 building.

Due to an increase in skyjackings in 1972 President Nixon issued an executive order requiring all airports to screen every passenger in the presence of armed guards. At this time security was handled by the Burlington and South Burlington Police Department. Government regulations were starting to formalize the way airports conduct operations. On May 15, 1973 Burlington was formally issued an Airport Operating Certificate. Under this certificate congress mandated the FAA to certify all air carrier airports to conduct self inspections including but not limited to, on airport crash/fire/rescue capability and safe operating areas. In exchange for the airport assuming all responsibilities for airport maintenance VTANG would handle all ARFF requirements. By the early 1980's BTV was home to 7 certificated airlines, 4 rental car agencies, Airport Police, A gift shop, restaurant/bar, and parking for up to 400 cars. The airport spanned 750 acres, operated with a \$1.25 million yearly budget, and moved 400,000 passengers per year.

SOME IMPORTANT FACTS

BTV airfield system consists of 2 runways. Runway 15/33, the northwest/southeast oriented runway is 8,320 feet long and 150 feet wide. Runway 15/33 is a precision instrument approach runway equipped with both lighting systems and electronic equipment that allows aircraft to land and take-off during periods of reduced visibility. The smaller utility Runway, 1/19 is 3,611 feet long and 75 feet wide. This runway is categorized as a non-precision instrument approach runway.

BTV is a joint civil/military airfield. The Vermont Army National Guard (VTARNG) has a squadron of Blackhawk and _____ helicopters based on the field. The second military institution based on the field is the Vermont Air National Guard (VTANG). VTANG is home to F-16 fighter aircraft. VTANG also supplies all Aircraft Rescue and Fire Fighting (ARFF) services for the airport.

Airline service is provided by 6 scheduled airlines. There are 2 Fixed Based Operators (FBO) on the field providing charter services, aircraft fueling, aircraft maintenance, tie-down/hanger services, and other General Aviation needs. 2 air cargo operators, FedEx and Wiggins, flying for UPS, are based here at BTV.

<<<<<<<<<<<<<<<<<Any other important facts>>>>>>>>>>>>>>>>>>>

AIRCRAFT/AIRPORT EMERGENCIES

Here at BTV it is understood that an emergency can happen at anytime, any place. An emergency can involve multiple aircraft, large numbers of people, buildings and equipment. The Comprehensive Emergency Management Theory states that there are no typical emergencies and there are no typical or standard preparedness plans that are ideal

for all situations. However, this plan should act as a guide for Media responders to follow in the event of an actual disaster. Your job is to get the facts, whether they are written, tapped, or filmed. Our job is to help you get those facts as quickly as possible without interfering with the rescue/response operations or hampering with the post-incident investigation. Be advised that all responders involved in the emergency are governed by the Incident Commander, Federal Aviation Administration (FAA), and the Transportation Administration (TSA).

PRIORITIES

In the event of an aircraft/airport emergency, the first priority goes to the safety of those involved in the accident. Once all passengers, crew and other possible victims on the ground have been evacuated, firefighting operations assume top priority. When the immediate threat of fire is overcome, the top priority shifts to the official investigation by the proper governmental agency. Depending on the circumstances, the responsibility of the crash scene will most likely be relinquished to the National Transportation Safety Board (NTSB) and later to the aircraft owner/operator.

PHASES AND THEIR MEANINGS

The FAA and Burlington International Airport classify aircraft emergencies and responses in the following descriptions:

PHASE II:

Is a lower level condition where no mutual aid is required.

PHASE III: (Actual or anticipated minor accident or fire)

A condition which does not appear to require outside assistance such as a minor accident in which fire suppression and rescue are within the capabilities of the VTANG Fire Department. The fire chief may request an ambulance if deemed necessary.

PHASE IV: (Actual or anticipated minor accident or fire)

A condition, which appears to require, limited outside assistance.

PHASE V: (Actual or anticipated major accident or fire)

A condition which appears to require general outside assistance. A Phase V is or may become a major disaster in which many emergency responders will perform fire suppression, rescue, resupply, triage, transport, traffic control, area security and support

NOTE: The vast majority of incidents are not as serious as they may initially sound over the radio and most end uneventfully. Many of the problems are the result of a faulty warning indicator light, not a real problem. However, all rescue crews and responders prepare for the worst case scenario and will always respond accordingly.

<< NEWS MEDIA ACCESS

In the event of an accident on the airfield, do not under any circumstances attempt to gain access on foot or in a vehicle to the restricted areas of the airport. The runways and taxiways are of special concern. Doing so could restrict the ability of emergency vehicles to respond in a timely fashion as well as restricting the ability of arriving or departing flights to operate in a safe and efficient manner. This is extremely serious. You could be killed or cause the death of others. The second consideration is that the restricted areas are off limits to all but authorized personnel. This measure has been taken to ensure a safe airfield environment. Unauthorized access to the airfield is not permitted and will result in your arrest.

If there is an accident on the airfield here at BTV, one of the best locations to view it will be on top of the Parking Garage. Photographers will most likely need a telephoto lens.

<< CHECKING OUT A TIP ON AN EMERGENCY

During regular business hours contact the Burlington airport administration office at 802-863-2874. After hours only very basic information will be given by the airport operations department at _____. They can confirm that an emergency situation either exists or is anticipated on the airport. If there is an emergency, they will be very busy, so the specifics of the incident will have to come from the on call Public Information Officer. If unavailable leave your name and number and expect a call back.

MEDIA BRIEFING LOCATIONS

IDENTIFICATION

Please make sure you have a photo I.D. card that shows you are a member of the news media and a valid driver's license. We will need to see both to allow you into the "media only areas."

BRIEFINGS

The Public Information Officer (PIO) will be able to furnish only the basics involved in any emergency to the news media. Such basic information would include:

- Type of aircraft involved
- Aircraft owner
- Runway used
- Flight number
- Destination

Additional questions about the flight should be addresses to the aircraft owner, operator, or airline. The NTSB will comment on regards to the investigation of the cause of the accident.

SUMMING UP

Safety comes first.

Senior crash /fire/rescue officer present takes command.

No media access to the secure areas of the airport will be granted.

Carry and display a valid Media Photo I.D. card and drivers license.

This document is not set in concrete. It is meant to be a working document for everyone involved to create a smoother transfer of information for the common good. We encourage your suggestions and look forward to working with you. If we can, we will change procedures to make for a more workable situation for all involved.

Public Information Officer
Burlington International Airport
1200 Airport Drive
Burlington, Vermont 05403

Work:
Cell:
Fax:

ATTACH AREA MAPS

Map of airfield with staging areas, briefing areas, etc.....

Appendix “J”

FAR 139.315 Aircraft Rescue and Firefighting: Index Determination